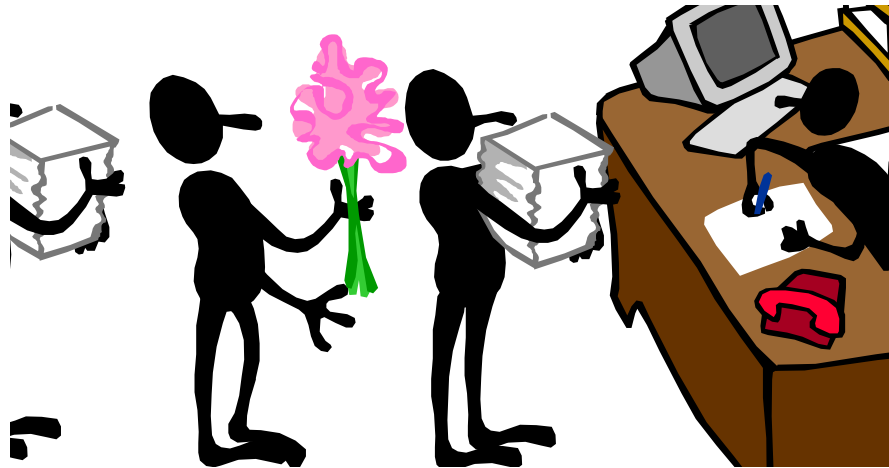



p-CARD

Putting Together a p-Card
System for My School District



Preparing for implementation and day-today operation of the p-Card system



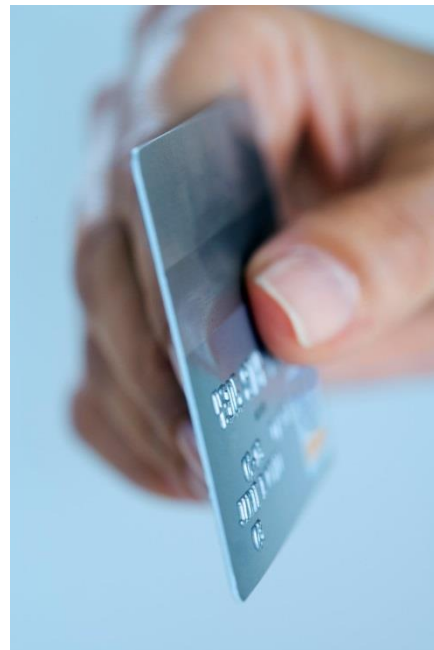


When it is time to purchase products and services for your schools it isn't always about what you are buying, when, from whom or the quantity.

Much of the *efficiency* in procurement is about *HOW* you pay for what you are buying.

Remember p-Cards are about PAYMENT

i.e. Changing how the school district makes payment



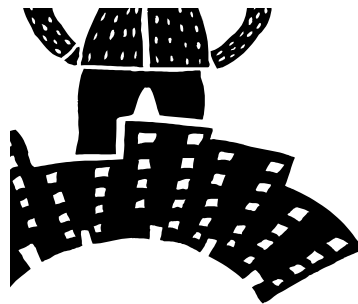
This presentation will provide some ideas and details on implementing day-to-day operating procedures.

THERE IS NO ONE PERFECT WAY TO DO THIS. WHAT WORKS FOR YOU SHOULD BE YOUR GUIDE.



Let's start with some basic administrative structure-WHO

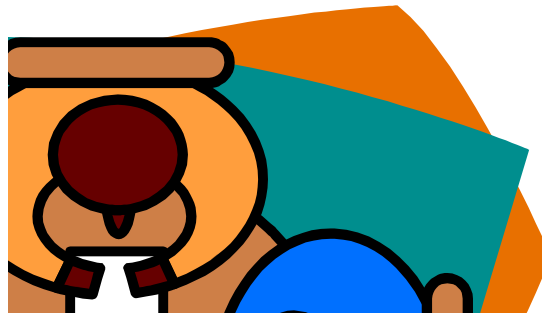
First, someone needs to be the ONE in charge. Select a p-Card Administrator and 1- 2 Assistant Administrators, as soon as possible and bring them along from day 1.



As a matter of good internal controls these p-Card Administrators **WILL NOT HAVE CARDS THEMSELVES** since they will have the knowledge and ability to set up card limits and change them as well.



In most cases, p-Card Administrator duties can be assigned to personnel already in the Business Office





Generally the p-Card Administrator may:

- Receive, review and implement the “Client Implementation Guide” they will receive from BMO/Harris
- They will participate in initial training and after such training they will continue to be involved in future training opportunities
- Process all new authorized card accounts requests

- Order cards
- Receive cards (All new, replacement and renewed cards)
- Distribute cards and train card holders
- Process card cancellations
- Process account limit changes
- Process account name and address changes



- Keep each card account information current:
 - What can be purchased
 - Monthly spend limit
 - Transaction time
 - Vendor limitation



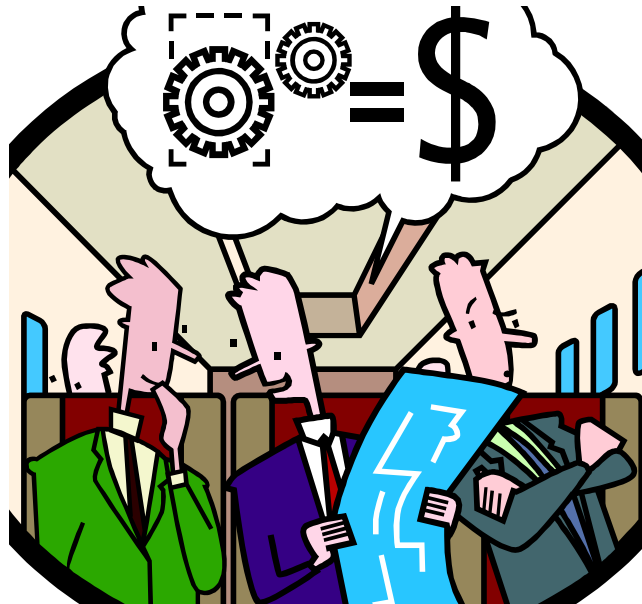
- Create and monitor special authorization controls:
 - Foreign transactions
 - One time new vendor approval
 - One time bump up in spending



While all of this sounds complicated and overwhelming it is all accomplished with free training, and Client Services from BMO/Harris and at Illinois ASBO



Plan your “distribution of cards system”





Materials needed:

- P-Card
- User Agreement form
- Cardholder Procedure Manual-samples
- Receipt folder and deadline dates
 - Date to print out statements – 6th or 21st of month
 - Date receipts and reconciliation due in Business Office



User Agreement Form - highlights

- Sign
- Received handbook
- Agree to abide by all policy and procedure in the p-Card Handbook
- No personal use
- Not transferable
- Lost or stolen card



When preparing your districts p-Cardholder Procedural Manual:

- ❑ Make sure it adheres to your state laws
- ❑ Your State Board of Education rules and regulations
- ❑ Meets current local policies and procedure and
- ❑ Complies with negotiated personnel contracts

Set Up visibility hierarchy



Who needs to “see” what?

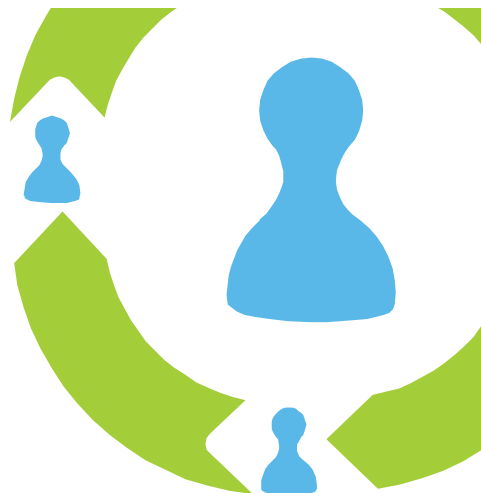
- The card holder
- The card holder’s supervisor
- Principal
- District office personnel



Keep it SIMPLE!

Who really needs to know?

Who should get cards initially?
80/20



Keep in Mind

- 58-60% of non payroll checks written each month are for less than \$500



p-Card program goal = to eliminate and/or consolidate as many of your small transactions into one payment as possible

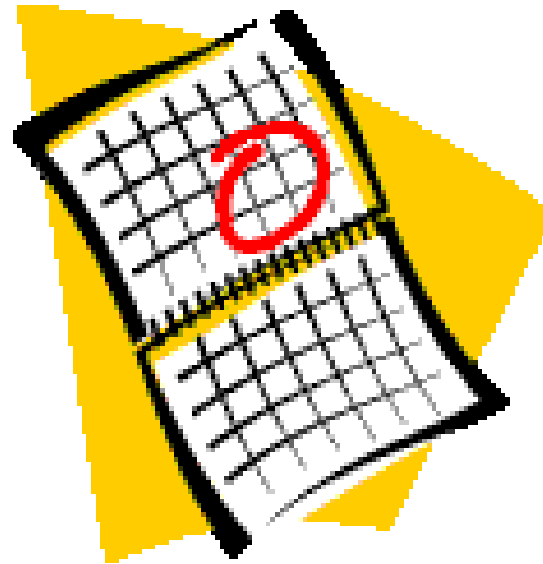




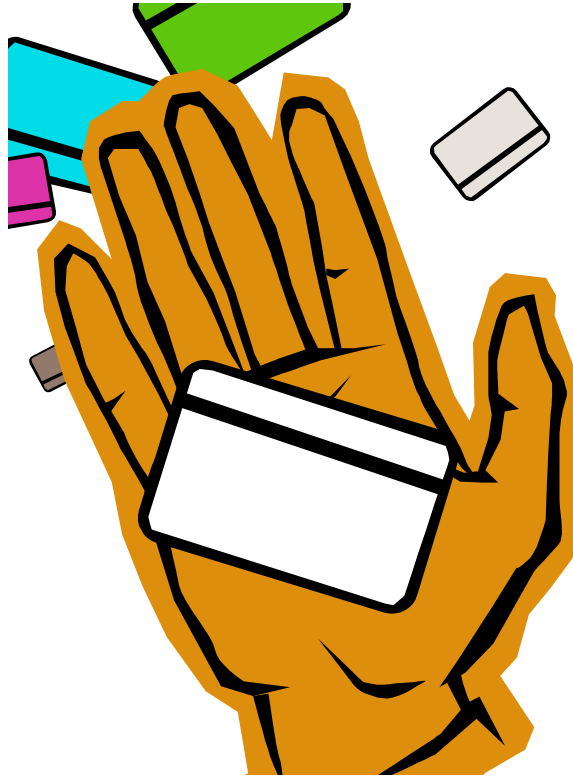
Set up a pilot school/department for 2 -3 billing cycles.

- ❑ Keep things simple while you learn the basics of the system
- ❑ Piloting the system will give you time to identify “bumps in the road” not anticipated, giving time to identify problems, develop and implement solution
- ❑ Creates time for input from initial card users

Schedule your p-Card Administrators' Implementation with BMO/Harris



Order cards (7-10 business days)





Purchasing Card Program – Cardholder Procedure Manual

Table of Contents

P-Card Administrator contact information

Code of Conduct



1. Purchasing guidelines and limits

- Allowable purchases
- Prohibited purchases
- Sales Tax
- How you can use the p-Card:
 - Telephone orders
 - Fax/mail order
 - Online purchases
 - Over the counter



2. Record keeping/Reconciliation

- Reconciliation prior to submitting to Supervisor
- Monthly reports
- Examples of receipt documentation

3. Billing and Payment Schedule

- Key dates



4. Disputed Transactions

- Disputes
- Returned Merchandise
- Key dates

5. Account Management

- Personal information updates

Helpful hints for returns, damaged goods,
etc...



6.Travel

7.Auditor

- Violations

8.Lost or stolen cards

- Card security tips
- Important contact information

9.Card holder set up and activation

10.General summary and important reminders



Attachment and Forms

- P-Card User Agreement
- Statement of Authority
- Tax Exempt Letter
- P-Card Summary Form
- Missing Receipt Form
- Statement Dispute Form
- Account Maintenance Form

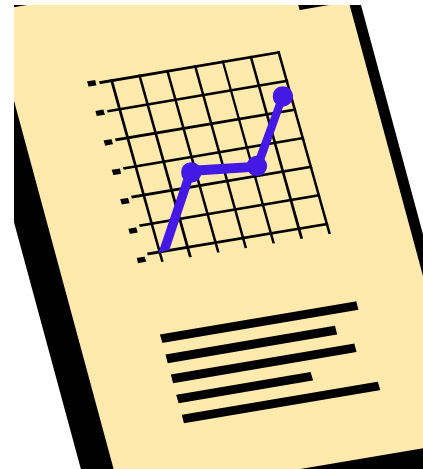
Other Ideas:

- Random Audits
- Card Check Out Log
- Application to Receive p-Card



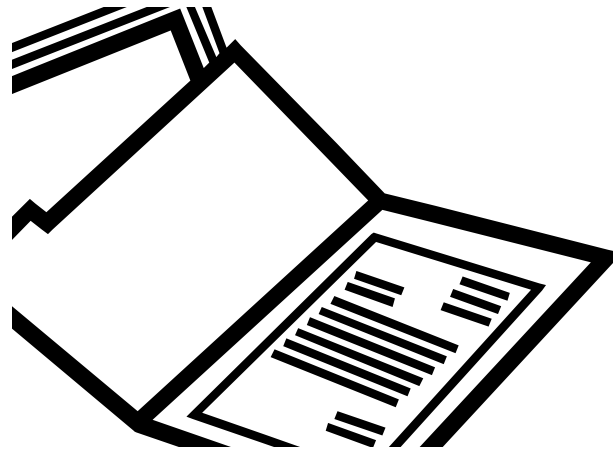
Monthly:

- prepare a sign off sheet for SBM and Superintendent that shows WHO have been given cards during the month
- Name, school, department, credit limit, other.



Quarterly:

- Prepare an up dated roster of ALL card holders and their monthly credit limit. Compare total potential use against contracted credit limit with BMO/Harris. This will help you know if the contract needs to be adjusted higher to avoid cards being declined



Make an annual report to Board of Education – when rebate check arrives





In summary:

- Select your p-Card Administrators
- Get them trained
- Determine who will be able to view p-Card activities 24/7
- Determine who will get cards initially and set parameters for each card

- Prepare “handbook”
- Order cards
- Distribute cards
- Monitor use
- Talk to users
- Get their input





If you have questions or problems:



Call or email Holly Wallace



(815) 793-4655

hwallace@iasbo.org



p-CARD

Putting Together a p-Card
System for My School District

