

SUBJECT:	PURCHASING CARD PROCEDURES
RELATIONSHIP:	PURCHASING CARD PROGRAM POLICY NO. 4-11
RESPONSIBLE DEPARTMENT:	MANAGEMENT SERVICES
APPROVALS:	WILLIAM KAUPPI, MGMT SERVICES DIRECTOR KATIE PEHL, FINANCE MANAGER

SEC 1: GUIDELINES TO CARDHOLDER

1. When a purchasing card has been issued to you:
 - a. Follow proper card security measures, such as keeping the card stored in a safe location when not being used. Safeguard the card number, PIN number, and expiration date.
 - b. Be aware that the card is for business-related purchases only. All purchases made on the card are subject to the Town’s Procurement Code and the card’s attached limits.
 - c. Review the Cardholder Manual, Purchasing Card Program Policy, Purchasing Policy, and the Purchasing Card Procedures.
 - i. Review, sign, and return the Cardholder Acceptance Agreement to Finance.
 - ii. Obtain your PIN by going to www.BAML.com/PINCheck. The card uses chip and PIN technology which is a better tool in fraud prevention. Do not write the PIN number on the card, but store it in a separate location.
 - iii. Use your welcome email to sign up on the Bank of America Works website at <https://payment2.works.com/works/home>. This will allow you to monitor your expenditures.

Return of Card following Separation from the Town

2. The card must be surrendered upon termination of employment (i.e. retirement or voluntary/involuntary termination). No further use of the card is authorized after this point.

SEC 2: PURCHASE RESTRICTIONS

The card is not to be used to purchase or pay for:

- Alcoholic Beverages
- Tobacco Products
- Independent Contractors
- Gifts for Vendors or Customers
- Per Diem Expenses
- Cash Advances, Money Orders, Traveler’s Checks, Cashier’s Checks
- Donations
- Leases
- Utilities

- Capital
- Inventory Items
- Single purchases that are split into multiple transactions in order to bypass the allowable single transaction limit
- Personal use items

If any of these items are purchased with the card, an Abuse Notification Form will be initiated by Finance. Violations may result in suspension of card privileges and/or disciplinary action.

SEC 3: LENDING OF PURCHASING CARD

The card cannot be loaned to anyone. Only the person to whom it is issued is entitled to use the card and is responsible for all charges made against the card.

If the card is used by anyone other than the cardholder, an Abuse Notification Form will be initiated by Finance. Violations may result in suspension of card privileges and/or disciplinary action.

If another employee has a legitimate need for their own purchasing card, the Department Director should contact the Program Administrator with the request. The additional card has to be approved by the Management Services Director and the Town Manager.

SEC 4: RECEIPTS

When using the purchasing card, it is the cardholder's responsibility to obtain paid and itemized receipts for all expenses incurred on the card. If an itemized receipt is unavailable for any reason, a Statement of Missing Documentation form must be completed. On this form the cardholder provides a written explanation describing each item or service purchased. The cardholder and the cardholder's supervisor must then review and sign the form. Repeat occurrences of misplaced receipts and/or non-itemized receipts may result in suspension of card privileges and/or disciplinary action.

SEC 5: TRANSACTION RECONCILIATION

Following the closing date for the monthly statement, all transactions must be reconciled through the Bank of America Works website within two business days. This consists of each transaction being reviewed, "allocated" to the appropriate General Ledger account, and adding a comment describing the purchase. This process can be completed by the cardholder, the Department's assigned administrative support staff, or other appointed reconciler.

After the monthly statement has been reconciled and signed off on by the reconciler, the receipts should be forwarded onto the cardholder's Department Director. The Director will then review and sign off on the expense report. Once complete, all receipts will be sent to Finance as backup for the transactions. The entire reconciliation process is to be complete within five business days following the close of the monthly billing cycle.

Detailed instructions on accessing the Works website, reconciling transactions, and signing off on expense reports are available on the Public Drive at <P:\Finance\P-Cards>.

SEC 6: GUIDELINES TO MANAGEMENT/DEPARTMENT DIRECTOR or DESIGNEE:

Review the cardholder's transactions to ensure that all expenses are legitimate Town business expenses and that all required documentation is available. If a questionable transaction has occurred, contact the Program Administrator immediately.

Once the expense report has been signed off on by the reconciler, the cardholder's Department Director will then review and sign off on the expense report through the Bank of America Works website.

Detailed instructions on accessing the Works website, reconciling transactions, and signing off on expense reports are available on the Public Drive at [P:\Finance\P-Cards](#).

SEC 7: AUDITS

Finance will periodically conduct random audits in order to verify compliance with the applicable policies and procedures. Any improper use of the card may be considered misappropriation of Town funds, which could result in disciplinary action, up to and including termination. All violations will be documented by Finance on the [Abuse Notification Form](#) and then submitted to the Department for signatures. Any violations may result in suspension of the card for a designated period of time or permanent surrender of the card at the discretion of the Program Administrator.

CONTACTS

Sabrina Robinson – Accounts Payable – x3019

Ashley Teller – Program Facilitator – x3128

Katie Pehl – Program Administrator – x3003

LINKS

[Cardholder Manual](#)

[Purchasing Card Program Policy](#)

[Cardholder Acceptance Agreement](#)

[Statement of Missing Documentation](#)

[Abuse Notification Form](#)