

Procurement Card Guidelines and Procedures Manual

2023-2024



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Introduction:

The purpose of the HAYS CISD One Card Program is to establish a more efficient, cost-effective method of paying for purchases in amounts not exceeding single transaction and monthly limits. This program is intended to complement existing procurement processes and designed to empower the departments to make needed purchases without a delay and with minimal paperwork. The One Card Program will be administered in accordance with the terms of the State of Texas contract for procurement cards. **When Hays CISD Policies and Procedures contradict Procurement Card Guidelines, Hays CISD policy prevails.**

Immediately report fraud, missing, lost, or stolen One Card to the One Card Administrator, Citi Bank, and the purchasing department.

**The One Card
Administrator**
carlos.gavidia@hayscisd.net

**Citi Bank at
800-248-4553**

**Purchasing Department at:
Purchasing@hayscisd.net**

Section 1: One Card Guidelines and Procedures:

These Procurement Card Guidelines and Procedures provides information required for obtaining and using a One Card; please read them carefully. When a One Card is issued, the Cardholder's/Bookkeeper's signature on the Cardholder Agreement form, indicates that the Cardholder/Bookkeeper understands the intent of the program and agrees to follow the established guidelines and procedures.

The One Card is for official District business purposes only and all purchases must have a business purpose and support the mission of the district. **The One Card cannot be used for any purchases that violate District policies, nor may it be used for personal transactions.** Improper use or abuse of the One Card may result in suspension of the Cardholder's/Bookkeeper One Card(s), disciplinary action consistent with District policies, up to and including termination, and possible prosecution.

Section 2: Card Issuance

The One Card is issued with the HAYS CISD Logo and the wording "FOR OFFICIAL USE ONLY" clearly indicated on the card.

The Cardholder's School or Department name are imprinted on the front of the P- Card. The Cardholder/Bookkeeper is the only person authorized to use any One Card assigned to them which is usually (Card 1).

The Cardholder/Bookkeeper must bring his/her photo I.D to the Purchasing Department when picking up One Card. The One Card will only be released to an assigned Cardholder/Bookkeeper who has taken the One Card training. Principals/Directors are not allowed to pick up the One Card for the Cardholder/Bookkeeper. The Cardholder/Bookkeeper will sign the One Card Agreement, which will be kept on file in the Purchasing Department. The Cardholder/Bookkeeper will receive a copy of the One Card Agreement and their One Card.

Cardholder/Bookkeeper Responsibilities:

The Cardholder's/Bookkeeper Responsibilities:

- Follow all One Card procedures and guidelines in the One Card Manual.
- Ensure that the most recent approved PIF (Purchase Input Form) is adequately prepared and maintained. The form can be found at- <https://www.hayscisd.net/cms/lib/TX02204837/Centricity/Domain/68/INPUT%20PURCHASE%20FORM%20%20fillable.pdf>
- Verify all purchases and transactions from Citi Bank statement with the transactions imported in Munis. This verification must occur every week to avoid a disputed transaction being disallowed by the One Card provider.
- Responsible for the notification of lost One Card(s) and the dispute process for a questionable charge.

Section 3: Spending Controls:

Purchas Credit Limits:

- The standard single purchase limit is \$3,499.00. This is the amount available on the One Card for any single transaction.
- All One Cards will have departmental spending limits as approved by the Purchasing Department. A **Request for One Card Limit Increase Form** is

required if you need an increase in your spending limit. Purchases in excess of these limits will be denied at the point of sale.

- The total purchase price for a single purchase, (including freight and any other charges) must be within the One Card's established spending limit
- Orders/charges must not be split into multiple transactions, or multiple One Cards, to pay for a single purchase, to keep each transaction under the maximum spending limits of the One Card used. A SPLIT TRANSACTION IS MULTIPLE PURCHASES TO THE SAME VENDOR WITHIN A SEVEN-DAY PERIOD.

Credit Limits

Card 1 credit limits for schools and Departments:

- Elementary is set at \$20,000.00
- Middle School is set at \$30,000.00
- High School is set at \$50,000.00
- Department is set at \$50,000.00
- Temporary credit limits increase can only be processed by the One Card Administrator on a seven-day period
- Single Purchase limit is set at \$3,499.00

Card 2 – Card 20 credit limit:

- Credit Limit is set at \$5.00
- Temporary credit limits increase can be processed by the bookkeeper on a seven-day period.
- Single Purchase Limit is set at \$3,499.00

Principal's credit limit: *(if it applies to your campus)*

- Limit set at \$3,499.00
- Temporary credit limits increase can only be processed by the One Card Administrator on a seven-day period.
- Single Purchase Limit is set at \$3,499.00

The One Card CANNOT be used to purchase:

- Gift cards (no gift cards of any kind)
- Jewelry
- Furniture (over the fixed asset price of \$500.00)
- Technology (software, licenses, subscriptions)
- Alcoholic beverages (contact the Purchasing Department for additional questions)
- Fixed Assets (purchase with unit price of \$500.00 and above)

- Third Party Agencies (Travelocity, Expedia, Priceline Etc.)
- Home Rental (Airbnb, VRBO, Etc.)
- Gratuity (Transportation, Service, Delivery, Etc.)

The One Card may be used to purchase:

- Classroom materials (books, videos, pencil, markers)
- Office supplies (paper, pens, stapler, tape, Etc.)
- Food supplies (instructional or refreshments)
- Event scheduling (such conference room, catering, Etc.)
- Courier service (FedEx, UPS, postage stamps)
- Contracted Service (T-Shirts, Uniforms, Pens, Mugs, Sign Language interpretation, Bounce House, Etc.)
- Auto part (tools/hardware)
- Hotel (contact payables for instructions)
- Professional dues (memberships and subscriptions)
- Registration fees (seminar, training, and workshop)
- Delivery (Pizza, Doordash, Uber Eats, Etc.)

Waivers

The district may approve certain exceptions to the purchasing responsibility to the Cardholder/Bookkeeper to meet specific District business requirements.

Cardholder/Bookkeeper must obtain **PRIOR** written approval from the Purchasing Department and the request must state the business purpose, reason for the exception, including the date of the event, the nature of the event and (if applicable) the names of the participants in the event. The waiver request **MUST** be signed by the Cardholder/Bookkeeper and the Purchasing Department.

A waiver request must be submitted for each event. **There are no "blanket" waivers.**

<https://www.hayscisd.net/cms/lib/TX02204837/Centricity/Domain/70/One%20Card%20Waiver%20Request.pdf>

Sales Tax

All purchases made with the One Card are exempt from State of Texas sales tax. HAYS CISD is not exempt from other states sales tax. The Cardholder/Bookkeeper should inform the Vendor of our tax-exempt status **prior** to placing the order. Upon request, a Tax Exemption Certificate may be completed by the Cardholder/Bookkeeper and submitted to the Vendor. If sales tax is charged, contact the Vendor to request a credit of the sales tax back to the One Card. Sales tax cannot be resolved using the One Card dispute process.

<https://www.hayscisd.net/cms/lib/TX02204837/Centricity/Domain/68/Tx%20Sales%20and%20Use%20Tax%20Exemption%20Certificate%20Rev%2011%2009%202019.pdf>

The Cardholder/Bookkeeper is responsible for reversing any sales taxes charged to their Card.

Allowable Food Purchases

1. Food purchased for resale
2. Food for athletes

3. Food for camps, continuing education, professional development conferences, seminars and short courses if covered by registration fees
4. Student events
5. Purchases of bottled water

Allowable Business Meals

- **Business Meals are defined as:**

An activity, which supports the business and educational mission of the district and the consumption of food, is **incidental** to the meeting. The presence of faculty and staff at the business meal must be integral to the purpose of the meeting.

- **Business meals are generally allowable if the meal:**

1. Assists in carrying out the educational function of the district
2. Promotes education
3. Provides an important public purpose
4. Is incidental to the purpose of the meeting
5. Includes one or more external participants

- **Other Allowable Business Meals include:**

1. Meals served in conjunction with events such as non-travel training workshops, strategic planning retreats, and student, faculty, or staff award ceremonies
2. These may or may not include one or more external (non-Hays CISD faculty or staff) participants

- **Individual employee allowable expenses when traveling (pre approval required):**

1. Hotel charges
2. Car rental / Rental fuel
3. Parking
4. Airfare

- **Allowable expenses when traveling with students (pre approval required):**

1. Hotel charges
2. Car rental / Rental fuel
3. Parking
4. Airfare
5. Purchase of meals for students are allowed but require pre-approval and must stay within range of the allowable per diem

Unallowable Food Purchases

- The One Card is not to be used for individual meals when traveling (these expenses are reimbursable through the Out of District Travel Report process) *Contact Accounts Payable for assistance*
- Meals provided to a spouse, family member or other personal acquaintance of a District employee or a non-employee. (These meals may be permitted when there is a substantial and bona fide business reason for that person's attendance. An explanation is required.)

Section 4: Obtaining a One Card:

- New card holder can submit requests for One Card to Carlos Gavidia, P-Card Administrator. Each request will be considered individually based upon the frequency of purchases, type of purchases, benefit to the campus/department, etc.
- You may download the One Card Agreement form at:
<https://www.hayscisd.net/cms/lib/TX02204837/Centricity/Domain/70/One%20Card%20Holder.pdf>
- Upon receipt of the One Card, the individual who requested the One Card will be contacted by the One Card Program Administrator. All Cardholders/Bookkeepers will be required to take the One Card training course.
- Upon receipt of the card, the Cardholder/Bookkeeper signs the back of the card. Prior to the initial use of the One Card, the Cardholder/Bookkeeper must call the number on the front of the card to activate the One Card. If, after thirty (30) days of notification that the One Card is ready for pick up, the card has not been picked up from the Purchasing Department, it will be cancelled, and a new application will be required.

Section 5: Receipt of Materials:

- It is the Cardholder's/Bookkeeper responsibility to ensure receipt of goods and follow up with Vendors to resolve any problems with delivery, discrepancies and/or damaged goods.
- The Cardholder/Bookkeeper will need to retain supporting documentation of all purchases for compliance reviews. If the Cardholder/Bookkeeper orders by phone, the Vendor must be informed that an itemized sales receipt or pro-forma invoice must be included in the package.

Section 6: Record Keeping

The Cardholder/Bookkeeper must keep all One Card itemized sales receipts, packing slips, on-line/web receipts/confirmations, applicable waivers.

The receipt is the only original documentation specifying if tax was charged to the purchase.

A PIF (Purchase Input Form) is to be kept by the Cardholder/Bookkeeper for record keeping and statement reconciliation purposes. The purpose of the PIF form is to give a simple, easy to use method of keeping track of expenditures made with the One Card. A copy of the PIF (Purchase Input Form) may be downloaded at:

https://www.hayscisd.net/cms/lib/TX02204837/Centricity/Domain/68/INPUT%20PURCHASE%20FORM_%20%20fillable.pdf

The PIF Form and receipts will be the back up to any One Card charge recorded and this documentation will be used for audit and compliance purposes.

At a minimum, the PIF (Purchase Input Form) should contain:

- Clear business purpose/s
- Packing slip, if received, for goods from Vendor/Supplier

- Vendor/Supplier itemized receipt
- The PIF (Purchase Input Form) must be signed by the Principal/Director to approve the transaction
- All transactions must be reconciled with a copy of the PIF form and a copy of the itemized receipt

When the Cardholder/Bookkeeper has verified all the charges shown are correct, the statement must be released the following Friday from when the statement was imported to Munis.

The reconciled PIF form along with the supporting documentation is filed. For audit and compliance purposes, the documentation must be retained in accordance with the district's retention schedule for the Cardholder's/Bookkeeper department for a minimum of four (4) fiscal years.

Transactions may be subject to reviews and investigations by various entities including but not limited to the following:

1. One Card Program Administrator
2. Office of Audits and Analysis
3. State Auditor's Office
4. Federal and State Agency and Third-Party Auditors
5. Public Open Records Act Requests
6. District Police Department

Failure to keep required documentation WILL be subject to the non-compliant

Purchase history may be viewed on-line through the One Card Provider (Citibank) just like a personal account for real-time transactions. To sign up visit the link at <https://home.cards.citidirect.com/CommercialCard/Cards.html>.

Section 7: Returns, Credits and Disputing a Transaction

Any charge on the billing statement may be disputed by the Cardholder/Bookkeeper if it is questionable or an error. If there is a charge that is not recognized, or it appears to be incorrect, first contact the Vendor and try to resolve the dispute. This includes sales tax. *Sales tax disputes should be handled with the Vendor and not with the Citi bank.*

Should a problem arise with a purchased item, or with billing, every attempt should be made to resolve the issue directly with the Vendor. Review of future statements is vital to ensure that the account is properly credited for returns, credits, and disputed charges. If an item is returned for any reason, the return must be credited back to the One Card. Under no circumstances should a cash refund or gift card be accepted in place of the credit. If the Cardholder/Bookkeeper is unable to come to an agreement with the Vendor regarding a purchase made with the One Card, they should contact the One Card Provider within (5) days from the closing date.

NOTE: Failure to take immediate and appropriate action may result in a loss of departmental funds and One Card privileges may be terminated.

Section 8: Lost, Stolen, Cancellations, and Terminations

When a One Card is lost or stolen, notify the One Card Provider immediately and the One Card Program Administrator. Representatives of the One Card Provider are available 24 hours a day, 7 days a week. When reporting a One Card lost or stolen, inform the One Card Provider's representative the last date the One Card was used, the

amount of any charges you made on that date, and the name of the Vendor(s) from whom the purchase(s) were made.

The One Card will be cancelled by the One Card Provider to stop additional charges from being made, and a replacement card will be issued by the One Card Provider and sent to the One Card Program Administrator who will forward it to the Cardholder/Bookkeeper.

Transfers and Separations

The Principal/Director is responsible for retrieving the One Card from the Cardholder/Bookkeeper before the Cardholder/Bookkeeper transfers to a different department or separates from the district. Failure to do so may result in cancellation of all department/unit One Card privileges. If a separated employee continues to use the One Card, the department will be liable for all charges. If transferring to another department, the Cardholder/Bookkeeper will need to re-apply for another card under the new department's management and take the One Card training.

If a Cardholder/Bookkeeper has not used the One Card for over a year, the card may be cancelled, at the discretion of the One Card Program Administrator.

Section 9: One Card Training Requirements

Annual One Card training is required for all Cardholders/Bookkeepers.

Section 10: Transaction Compliance Reviews

Compliance Reviews of transactions will be done by the One Card Program Administrator from the Citi Bank Non-Exported Financials Report.

Section 11: Non-compliant Notice Program

Non-compliant One Card transactions will be subject to disciplinary action up to and including cancellation of One Card privileges.

The First Non-Compliant Transaction: The Cardholder/Bookkeeper and Principal/Director will receive verbal notification of the non-compliant transactions.

The Second Non-Compliant Transaction(s): if a second non-compliant notification is received within a six-month period, the Cardholder/Bookkeeper and the Principal/Director will receive a verbal and written notification of the non-compliant transaction(s).

The Third Non-Compliant Transaction(s): if a third non-compliant notification is received within a six-month period, the Cardholder/Bookkeeper and the Principal/Director will receive notification of the non-compliant transaction(s) and will result in deactivation of all One Card privileges and may be reactivated once a mandatory training is completed by the Cardholder/Bookkeeper.

Hays CISD must maintain compliance with all applicable policies and procedures.

Types of non-compliant transactions include but are not limited to:

- Payment of Sales tax if credit is not received
- Purchase from Disallowed Vendor
- Single transaction over \$3,499.99 without pre-approved waiver
- Use of One Card by person other than Cardholder/Bookkeeper without a One Card Check-out form
- Personal Charge

- Purchase of restricted Item without pre-approved waiver
- Not keeping a list of attendees and/or name of event with food purchase
- Splitting a single transaction to avoid One Card limit or bidding requirements
- No PIF Form (Purchase Input Form)
- PIF Form (Purchase Input Form) missing Principal's/Director's signature
- Allowing a student to use One Card
- Purchase of Fixed Assets over the amount of \$500.00
- Fraud (No renewal available and/or possible termination)

The Hays CISD One Card is a privilege to expedite small dollar purchases and is not an employee entitlement. Hays CISD reserves the right to withhold issuance, as well as suspension or cancellation, of One Card privileges.

Vendors that intentionally split orders to avoid the \$3,499.00 single transaction limit and/or bidding requirements or repeatedly charges Texas State sales tax may be blocked from doing business with Hays CISD.

Exhibit D: Prohibited Purchases

Waivers WILL NOT be approved on the following items

Alcoholic Beverages (Beer, Wine, etc.)

Ammunition

Animals, Live (Pets, Fish)

Cash Advances (Such as gift cards or Money Order)

Cell Phone/Telephones (Personal/Business Communication Devices, Services, and Accessories)

Chemicals/Hazardous Materials

Employment Service (Temp Agencies)

Fines and Penalties

Gases, Cylinder (Oxygen)

Gases, Liquefied (Medical Gases)

Gift Cards (Rewards)

Insurance Premiums

Lasers

Leases (Home, Land, Space, or Equipment)

Moving Expenses (Relocation Expenses)

Personal use items

Pharmaceuticals (Drugs)

Phone Cards

Radioactive Materials

Services

Installment Purchases (Splitting of Total Amount)

Used Equipment (Refurbished, Previously Owned)

Weapons

When in doubt, please contact the Purchasing Department for clarification.

Exhibit E: One Card Program Contacts

Hays CISD District

Nicole Turner
Director of Purchasing
Nicole.Turner@hayscisd.net

Carlos Gavidia
One Card Program Administrator
Carlos.Gavidia@hayscisd.net
512-268-2141 Ext. 45180

Purchasing Department
purchasing@hayscisd.net

Citibank (One Card Provider)

To Report a Lost or Stolen Card: Citibank – Customer Service 1-800-248 4553

To Dispute a Transaction: Citi Phone Banking 1-800-627-3999