

NEFEC

**Purchasing Card
Program**

Procedures & Guidelines

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I. Procedures and Guidelines

A. General Statement of Purpose:

The NEFEC Purchasing Card (P-Card) Program has been established to provide staff an efficient and cost effective method of purchasing and paying for goods and services. The P-Card procedures and guidelines outlined herein have been developed to provide a brief set of guidelines that outline acceptable use policies and procedures for using the P-Cards, and are in accordance with the rules and policies of the Districts School Board of Putnam County.

B. Purchasing Card Procedures

The NEFEC Purchasing Card Program is sponsored by Regions Bank, and is a VISA account. NEFEC's Purchasing Card Program has been established to augment the traditional purchase order process, providing an expedient alternative when time is of essence for obtaining supplies, materials, services, travel and equipment. ****Strict adherence to all Putnam District School Board policies and procedures are required whenever purchases are made using the P-Card. If you are unsure whether your planned purchase is in compliance with Putnam District School Board policies, inquire before you act.****

1) Requesting a P-Card

Employees can request a P-Card to be issued in their name by contacting the Purchasing Card Administrator and requesting a Cardholder Registration Form (**See Exhibit II-A**). (The Cardholder Registration Form is also available on the X:/ drive in the FORMS folder). The employee must sign the Cardholder Registration Form, have the Department Director sign it and then deliver it to the Purchasing Card Administrator.

The Purchasing Card Administrator will request Regions Bank to issue a Purchasing Card for the employee. It takes approximately 10 days for the plastic Purchasing Card to arrive at NEFEC. The P-Card will be received by the Purchasing Card Administrator and delivered to the employee, at which time the employee will be required to sign a NEFEC Purchasing Cardholder Acceptance Form (**Exhibit II-D**) and go through a P-Card orientation. By signing the form, the employee cardholder is signifying receipt of the P-Card and completion of the policies and procedures orientation governing the use of the P-Card. The P-Card Administrator will notify the NEFEC Security Administrator to add P-Card to the list of items assigned to the employee on the Employee Checklist Form.

2) P-Card Security:

When an employee is issued a NEFEC Purchasing card, the employee will receive a plastic P-Card with a unique account number.

Note: The employee is responsible for safeguarding this account number as they would any other financial account numbers. If you suspect a breach of security might have occurred notify the NEFEC P-Card Administrator immediately so the account can be blocked from inappropriate use. Steps can then be initiated to cancel the account and a new P-Card account issued to the employee.

3) General Instructions for Using P-Cards

Purchases made with P-Cards must comply with all Putnam District School Board policies.

- a) The primary purpose of the P-Card is for charging travel expenses for official school business. Sample eligible travel expenses are: Hotels, Motels, Car Rentals, Retail Gasoline/Services, Tolls, Bridge Fees and Parking Lots. All NEFEC P-Cards have been setup to allow travel related expenses to be charged. The initial default limits are set as follows:
- Credit Limit: The maximum monthly credit limit is set at **\$2,000**.
 - Daily Limit: The maximum daily credit limit is set at **\$2,000**.
 - Single Transaction Limit: The maximum daily credit limit is set at **\$1,000**.
 - Daily Transactions: A maximum of **5** transactions per day are permitted.
 - Monthly Transactions: A maximum of **25** transactions per month are permitted.

* Default limits will be adjusted as needed to accommodate each employee's school travel and approved school business needs.

Note: If you use your personal vehicle for travel, do not use the P-Card for gas expenses...Your fuel cost is part of the mileage reimbursement you receive...it is a violation of policy to use the P-Card for purchasing fuel for your personal vehicle.

- b) In addition to travel expenses, the P-Card may also be used for approved school related business purchases. Before a non-travel related purchase is made using a P-Card, the P-Cardholder must fill out a Purchasing Card Authorization Form (**See Exhibit II-B**), and obtain an approval signature from their Director. The authorization form must list each item to be purchased and the expected cost.
- c) Obtain a written receipt for all charges made using the P-Card.
- d) Either email a copy of receipts to your Administrative Assistant; or, save the receipt to the shared travel drive so the account strip information can be recorded in the system by your Administrative Assistant. *If you purchased gas for a car rented via purchase order, include a copy of the car rental receipt with your gas receipt.* Receipts are due no later than 3 days after the charge activity.
- e) At the end of each month a monthly summary iStatement will be available via Regions. The statements will be processed based on the various department guidelines. These are determined and implemented by each Department Director.
- i) Department Administrative Assistants will code receipts in Skyward and attach all receipts in Skyward. Coding receipts must be completed no later than the 5th day of the month following the charge activity in order to close out your account(s) for the previous month.

4) Rules & Regulation Highlights

The following guidelines highlight some of the more significant rules and regulations governing the use of P-Cards.

- a) **Purchases of \$25 to \$2,500**: Each or accumulative requires only one quote from a current catalog, price sheet, phone quote, sales representative quote, state contracts, other school district contracts or other governmental agency contracts (Refer to Putnam County School Board Policy 7.14 (11)).

- b) Purchasing Capital Items:** When a capital item is purchased (with a value over \$1,000), a barcode must be issued from the Purchasing Department and placed on the item. Capital Items are normally ordered via Purchase Order, and a copy of the PO, invoice and receipt must be sent to Kelly George. Then the item will be tagged by the Purchasing Department once it has arrived at NEFEC. If a Capital Item is purchased via P-Card for \$1,000 or more, the delivery of the item should be addressed to NEFEC, and the P-card, invoice and receipt will be submitted to Kelly George, so the necessary tracking and tagging can occur.
- c) Back Orders:** The Cardholder must confirm that the vendor will charge the P-Card when shipment is made so that receipt of the supplies may be certified on the monthly statement. (This is also a requirement of the Vendor's contract with VISA). The supplies or services must be immediately available for pickup, shipment or delivery within the monthly billing cycle. The order should not be placed without this assurance. No back ordering is allowed when using the P-Card.
- d) Compliance:** Use of the P-Card does not relieve the Cardholder from complying with Federal, State, Local Laws, ordinances, regulations, or School Board policies and procedures. A cardholder may be required to substantiate necessity or official use. Misuse of the Purchasing Card shall be subject to the immediate payment of all improper charges by the Cardholder and revocation of Purchasing Card privileges. The appropriate authority in accordance with School District Policies and Procedures will handle resolution of situations involving improper use of the Purchasing Card. Misuse may result in penalties up to and including termination.
- e) Credits:** When items are returned a receipt must be obtained to verify credit is received. The credit receipt should be forwarded to the Purchasing Card Coordinator before the end of month cutoff date. In no case should an employee accept cash credit for purchases made using the P-Card.
- f) Denied Purchase:** The Cardholder must report a denied point of sale or other rejected purchases to the Purchasing Card Administrator. Information to be provided includes Cardholder name, account number, vendor and date of declined sale. The Purchasing card Administrator will inquire into the denied sale, take appropriate action and report back to the Cardholder. **** Hotel bill: If the declined charge cannot be resolved by check-out, Cardholder must settle the bill with his/her personal credit card or other form of payment. The receipt should then be submitted for travel reimbursement.**
- g) Documentation:** For all transactions, the Cardholder must retain the original customer's copy of the summary charge slip, along with detail receipt, which identifies every item purchased and the corresponding item cost. **All receipts are due no later than the 3rd working day of the subsequent month in which the purchase was made.**
- h) Dollar Limits:** A purchase may consist of multiple items, but the total invoice (including shipping) cannot exceed the Cardholders single purchase limit. Charges for purchases shall not be split or staggered to stay within the single purchase limit. Splitting or staggering charges will be considered abuse of the Purchasing Card Program.

- i) **Missing Documentation:** Where supporting documentation is missing, the Cardholder must contact the Vendor and request a duplicate receipt. Failure to provide adequate documentation will result in disciplinary action and employees will be required to reimburse unsupported transactions.
- j) **Modification of Merchant Category Codes, (MCC's):** The Cardholder should report purchases denied due to blocked MCC to the Purchasing Card Administrator. If the Purchasing Card Administrator deems it necessary to add an MCC code to accommodate making a school business related purchase, the P-Card Administrator will request the change thru Regions Bank which takes approximately 10-15 minutes.
- k) **Placing Orders:** The Cardholder may purchase supplies or services at the place of business, or place an order by telephone, facsimile or electronically. Internet purchases must be made over a secured transmission.
- l) **Advance Purchases:** Supporting documentation (i.e. school board approval for out of state travel) for all advance purchases (i.e. airline tickets, registrations and hotel reservations - deposit of 1st night's stay) must be provided in the month that the P-card is charged.
- m) **Prohibited Purchases:** The Purchasing Card is to be used only for School District authorized purchases. The Purchasing Card cannot be used for any personal use. The Cardholder is the only person authorized to use the assigned Purchasing Card. The following supplies and services shall not be purchased with the Purchasing Card:
 - Personal Items
 - Cash Advances
 - Gas and Oil (Unless purchased for a District owned vehicle or car/truck rental for District School business); **Do not use the P-Card to purchase gas when you drive your personal vehicle on official school district business.**
 - Items stocked in the Putnam District Warehouse
 - **Meals or Entertainment**
 - Medical Services
 - Gifts or Gift Certificates
- n) **Questions:** Questions regarding Purchasing Card procedures should be directed to any of the Purchasing Card Administrator(s).
- o) **Sales & Use Tax:** The School District is exempt from paying any State of Florida sales and/or use tax. The School District sales tax exemption number is embossed on the face of the purchasing card. **It is the responsibility of the Cardholder to make the vendor aware that the transaction will be tax exempt prior to processing the sale.** Employees should carry a copy of the Consumer's Certificate of Exemption for Putnam County School District with them when using the P-Card in the event a vendor requires further evidence of tax exempt eligibility (See Exhibit II-E)

5) Monthly Statements

At the end of each billing cycle (End of Month), the Bank will automatically generate a monthly iStatement for each P-Cardholder that utilized their P-Card during the month. Each department

Administrative Assistance will login into Regions to view the monthly iStatement report for each responsible Cardholder that has used their account and distribute them for signatures. The P-Cardholder must certify all purchases were made on behalf of Putnam County School District – NEFEC and are in compliance with all Putnam County School District purchasing policies and procedures by signing the form. The employee signed iStatement form should be sent to your Director for signature within the first 5 working days of the month following the month in which the purchases were made.

- a) The Cardholder must sign the Cardholder monthly account statement certifying that all transactions were verified and reconciled to supporting documentation, and that all transactions charged on the statement were for School District purposes.
- b) The Department Director will review to verify all charges were for legitimate NEFEC/Putnam County School District purchases. The Director will sign the iStatement signifying they have reviewed the detail charges and approve the charges for payment.
- c) The Administrative Assistants for each department will code receipts and attach all relevant documentation in Skyward by the 5th day of the month following the charges.
- d) The Purchasing Card Administrator will reconcile all Cardholder accounts and prepare a memorandum to be sent to Putnam Finance requesting payment.

6) Monthly Reconciliation

At the end of each month the P-Card Coordinator will reconcile all charges made to all NEFEC P-Cards and verify all receipts have been turned in. Any discrepancies will be reported to the P-Card Administrator. P-Cardholders that fail to comply with established policies and procedures can have their P-Card privileges suspended or revoked.

7) Payment

- a) The Purchasing Card provider (Regions Bank/Visa) pays the vendor within 3 days of the receipt of goods or services.
- b) Putnam Finance will pay the consolidated billing statement within the first 10 business days of the month (for the preceding month's P-Card charges).
- c) NEFEC Projects will be assessed their P-Card charges within the first 10 business days of the month (for the preceding month's P-Card charges).

8) Resolving Returns and Credits, Disputes and Erroneous Charges

- a) The Cardholder must attempt to resolve problems directly with the vendor. The vendor must issue a credit for billing errors, sales tax, defective supplies or unacceptable services, returned supplies or canceled orders. This credit should appear on the Cardholder's statement within 60 days. Under no circumstances can the employee accept cash to settle a disputed amount.

- b) If the Cardholder is unable to resolve the issue with the vendor, or Cardholder's credit does not appear on the monthly statement within 60 days, Cardholder (with assistance from the Purchasing Card Administrator) should contact the Bank's Commercial Client Services Fraud Department (Wendover) at 1-888-934-1087 to obtain a Case Number to resolve the matter. This Group will require the Cardholder to fax an Account Holder Dispute Form (**Exhibit II-C**). The Purchasing Card Administrator must also retain a copy of the Dispute Form.
- c) When an account is in disputed status, the disputed amount will still be included in calculating the available money for authorizations (monthly limit). However, disputed items are removed from all finance charges, late charges, over-limit fees, past due amounts and payment calculations. Disputes must be brought to the bank's attention promptly to avoid payment of finance charges or payment of improper unauthorized or erroneous amounts.
- d) After the items have been entered as a dispute, the Bank must determine who is responsible by searching the transaction including requesting a copy of the sales draft when necessary.
- e) If the problem is resolved between the merchant and the Cardholder while the item is in dispute, the Cardholder should write the solution agreed upon on the bottom of the *Dispute Form* that was previously faxed to the Bank, and fax it to the Bank again as soon as possible.
- f) If it is ultimately determined that the Cardholder is actually responsible for the transaction, then the questioned amount will be added to the next monthly statement. If the Cardholder is not responsible for the transaction, the dispute is settled for the Cardholder and the Bank will initiate the charge-back process against the merchant.

9. Reporting Lost or Stolen Purchasing Cards

If a card is lost or stolen, the Cardholder must immediately notify the NEFEC Purchasing Card Administrator and the Bank's Client Services at (800) 934-1087. The Cardholder must provide the 16-digit account number of the card. Access to the card will be immediately blocked, and the Cardholder shall not be responsible for any charges made after the card is reported lost or stolen. The Bank requires the Cardholder to submit a written confirmation by fax or by mail of the card cancellation request reported verbally. A replacement card will be issued by the Bank and delivered to the Purchasing Card Administrator.

10. Revocation of P-Card

- a) **Employees Leaving District Employment:** The NEFEC Director or designee will immediately notify the Purchasing Card Administrator of terminated employees who hold purchasing cards.
- b) **Exit Interview:** The Card should be collected from the employee during the exit interview and recorded on the Employee Checklist form. The card should be returned to the Purchasing Card Administrator.
- c) **Card Returned:** The Purchasing Card Administrator will block the account via the on-line system, destroy the card by cutting it in two and notify the bank to cancel the Cardholder account permanently.

- d) **P-Card Termination:** Termination of Purchasing Card privileges may be revoked upon the P-Cardholder's failure to follow Putnam District School Board policies and procedures.
- i. The Department Director will be responsible for obtaining the revoked Purchasing Card from the employee and returning it to the Purchasing Card Administrator.
 - ii. The Purchasing Card Administrator will destroy the revoked card by cutting it in two, will block it via the on-line system and notify the bank to cancel the Cardholder account.

11. Violations:

Unauthorized purchases will result in disciplinary action up to and including termination. The employee will be required to make payment for any prohibited transaction(s). The following actions are considered inappropriate and prohibited:

- a) **Purchases of items specifically prohibited by Putnam District School Board policies.**
- b) **Purchases for personal items or for non-school district business purposes.**
- c) **Purchases that exceed the Purchasing Card limits.**
- d) **Purchases may not be split or staggered to stay within the aggregate purchase limits. Splitting or staggering charges will be considered abuse of the Purchasing Card Program.**
- e) **Not reporting lost or stolen cards**
- f) **Purchases from vendors that create a conflict of interest (i.e. purchases from companies owned or operated by School District employee(s) and/or their relatives**
- g) **Inadequate record keeping and/or documentation of purchases**
- h) **Acceptance of cash in lieu of a credit to the statement**

Failure to comply with established P-Card policies may result in employee removal from the Purchasing Card Program and other disciplinary action as appropriate in accordance with District disciplinary procedures.

12. Definitions:

Bank – The financial institution, which has entered into an agreement with NEFEC to provide the Purchasing Card Program (Regions Bank).

Billing Cycle – The monthly billing period that begins on the 1st of each month and ends on the last day of each month.

Cardholder – The employee responsible for making purchases for a Putnam District Cost Center.

Merchant Category Codes (MCC) – A method to control allowable spending. All merchants are assigned an industry-specific MCC code, which the School District can restrict from Purchasing Card access. Once an MCC code is blocked, attempted purchases from all merchants within that category will be declined.

Monthly Limit – The maximum dollar value of charges a Cardholder is authorized to make during the billing cycle.

Purchasing Card (P-Card) – A charge card issued to an employee or Department for the purpose of making authorized purchases on the School District’s behalf.

Purchasing Card Administrator – Employee designated to be responsible for administering the NEFEC Purchasing Card Program (*Shay Starling, Kelly George*). This group has administrative capabilities that allow them to set up new Cardholder accounts, set limits, block/unblock accounts, refresh passwords and perform other miscellaneous administrative functions.

Purchasing Card Coordinator – Employee designated to be responsible for the reconciliation and documentation for all NEFEC Cardholder transactions. (Kelly George)

Single Invoice Limit – The maximum value of charges a Cardholder is authorized to make during a single transaction.

C. P-Card Process Overview

- a. The Department Director will authorize the issuance of a P-Card to an employee.
- b. The P-Card Administrator coordinates issuance of a P-Card to an employee.
- c. The P-Cardholder orders goods or services for purchase from a vendor that accepts Visa.
- d. The vendor processes the card information to obtain authorization for the purchase.
- e. The bank verifies the account number and spending control limits on the card.
- f. The P-Cardholder receives the merchandise and a copy of the receipt.
- g. The P-Cardholder signs and records the chargeback accounting information on the back of the receipt and delivers the receipt to the P-Card Assistant who maintains it for monthly reconciliation with the statement.
- h. The vendor receives payment for the merchandise within 3 business days.
- i. The P-Card Coordinator reconciles all P-Cardholder accounts to the NEFEC Central Billing account.
- j. The P-Card Coordinator performs the Skyward P-card Import and Invoice Build of cost accounting strips to be debited for purchases made during the month. A transaction report with corresponding summary amounts, Regions central bill invoice and transfer request memo are submitted to Finance as backup for payment initiation.
- k. Finance pays the consolidated statement to the bank by the due date.

D. Responsibilities

1) ***P-Card holder*** is responsible for the following:

- a) Holding and securing the P-Card and card number
- b) Buying supplies and services
- c) Collecting and saving sales receipts
- d) Signing and writing the account #, or narrative description of the account/project to be charged, on each receipt
- e) Receiving and promptly inspecting all ordered materials and services
- f) Reporting any discrepancies to vendor
- g) Reporting lost, stolen or compromised cards to the P-Card Administrator within 24 hours
- h) Disputing unauthorized transactions using the appropriate dispute form
- i) Ensuring sufficient budget is available for purchases made
- j) Complying with all Putnam School Board purchasing rules and policies.

3) ***P-Card Coordinator*** is responsible for the following:

- a) Perform the Skyward P-card Import and Invoice Build of cost accounting strips to be debited for purchases made during the month. A transaction report with corresponding summary amounts, Regions central bill invoice and transfer request memo are submitted to Finance as backup for payment initiation.
- b) Processing the Regions Central bill each month.
- c) Performing Quarterly Pre-Audit
- d) Training P-Cardholders and providing them with a copy of the P-Card policies

4) ***P-Card Administrator*** is responsible for the following:

- a) Requesting P-Cards and establishing appropriate limits.
- b) Establishing appropriate Merchant Category Code templates and increases limits as needed monthly.
- c) Maintaining P-Card policies and procedures
- d) Developing and maintaining internal control
- e) Monitoring the program's aggregate monthly spending relative to the aggregate established credit limit with the Bank for potential required increases
- f) Participate in resolving billing disputes
- g) Ensuring compliance with all Putnam School District policies and procedures and recommending disciplinary action to appropriate departmental Directors.

5) ***Putnam Finance*** is responsible for:

- a) Paying monthly amount to Bank via ACH transfer as directed by monthly memo request from Director of Information Technology.

**PURCHASING CARD SERVICE
CARDHOLDER REGISTRATION FORM**

Please Print			
EMPLOYEE NAME		COMPANY NAME	North East Florida Educational Consortium
BUSINESS TEL. NO.	()	CO. CONTACT	Kelly George
SOCIAL SECURITY #		ADDRESS	3841 Reid Street
DATE OF BIRTH		CITY, STATE, ZIP	Palatka, FL 32177
EMAIL ADDRESS:		TELEPHONE NO.	(386) 326-3053
STMT:		LIMITS:	
TEXT ON CARD/4 TH LINE	Tax Exempt 85-8013884112C-5	SINGLE TRANSACTION \$ 1,000.00	
MAILING ADDRESS	3841 Reid Street	MONTHLY LIMIT \$ 2,000.00	
CITY	Palatka	<i>VELOCITY LIMITS:</i>	
STATE	Florida	DAILY	5
ZIP CODE	32177	MONTHLY	25
LEDGER:			
COST CENTER		(M) G/L NUMBER	(H) G/L NUMBER
DEPT. NAME			EMP. ID #
SIGN:			
Employee (Print)	(Sign)	DATE	
Approving Mgr. (Print)	(Sign)	DATE	
TO BE COMPLETED BY BANK (Please print or type)			
Bank Name: REGIONS			
<input type="checkbox"/> SPECIAL HANDLING CODE:			
CORP DG	BIN 471575	PROD/SUB-PROD PUR 001	TYPE PROD 10 COM IND I
COMPANY #	INV FREQ	CENTRAL BILL ACCT #	
CARD TYPE V	INST ID	# CARDS 1	CRED ASSOC 9 ANNUAL FEE
BILL DAY	BILL CODE	DIVERSION ACCOUNT NO.	SECRT CD SPACE THRU
RPT LEVEL IND	RPT HIERARCHY	AUTH LEVEL IND	AUTH HIERARCHY ID
MCC GROUP	MCC EQUAL IND	SINGLE TXN LIMIT AMT	G/L SUB ACCT COST CENTER
DAILY SPEND LIMIT AMT	MONTHLY SPEND LIMIT AMT	EMPLOYEE ID	FEE FREQUENCY
FI APPROVAL			DATE
HIERARCHY:		CENTRAL BILL INFORMATION:	
LEVEL:		DEPARTMENT:	
ID:		CENTRAL BILL: <input type="checkbox"/> NEW <input type="checkbox"/> EXISTING (ACCT. #)	

P-card Authorization Example

Purchasing Card Authorization (Instructions for filling out form)

PURPOSE:

Employees must use this form for all non-travel related purchases. The form is in PDF format and can be filled electronically or hand written.

INSTRUCTIONS:

1. Enter the current Date in the field designated for this purpose in MM/DD/YY format.
2. Enter the vendor name, primary contact person, vendor address and vendor phone number in the spaces provided
3. Enter the item number, description of the item, quantity, unit price and extended total for each item you plan to purchase in the spaces provided.

Note: Splitting orders to circumvent single transaction limits are strictly prohibited and could result in the loss of P-Card privileges. Putnam District School Board Purchasing rules apply to all P-Card purchases.

4. Record the appropriate Fund, Function, Object, Center, and Project codes to be charged for the item being purchased (*Be sure to verify the budget has adequate funds in the accounts specified*).
5. Enter the shipping and handling charges in the space provided.
6. If the line item data is keyed electronically, the Total field will be automatically calculated and printed in the designated field. If the form is handwritten, add the Subtotal and Shipping & Handling charges. Enter the resulting total in the space provided.
7. Provide a brief explanation of why the purchase is being made via P-Card.
8. The employee must sign the form in the space provided.
9. Submit the form to the appropriate Director for approval to use the Purchasing Card.
10. Once the Purchasing Card Authorization is approved the form is delivered to the P-Card Coordinator so the limits can be verified as sufficient to cover the charges specified on the form (If this step is not carried out, the charges will be denied by Regions when the Vendor attempts to obtain charge card authorization approval).
11. After purchases are made and you receive the items purchased, forward original of the Invoice Receipt to the P-Card Coordinator to complete the paperwork cycle.



Purchasing Card Transaction Dispute Form

To: _____ Email: _____
Date: _____ From: _____
Case Number (If one has already been created): _____

If you believe a transaction on your statement is an error or unauthorized, please complete this form in its entirety, or write a detailed letter on a separate sheet attached to this form with any accompanying Documentation. Return this form via email to commercialcardsupport@regions.com.

Person Filing Dispute: _____
Cardholder Name: _____
Account Number: _____
Business Name: _____
Business Address: _____
Contact Number: _____ Email: _____
Transaction Amount _____
Merchant Name: _____
Transaction Date: _____
Reference Number: _____

If disputing multiple items, please enter "See Attached" for Transaction Amount, Merchant Name, Transaction Date, and Reference Number and list transactions on separate sheet.

Accounts with fraudulent activity must be closed in order to prevent additional fraud

Please attach any documentation to be formally submitted with the dispute along with the completed form.

Unauthorized/Fraudulent:

1. Do you have possession of the card? _____
2. Have you ever allowed anyone else to use the card? _____
3. Was the PIN/Secret Code with the card? _____
4. Provide the last known place, date and dollar amount of use by the authorized cardholder? _____

5. Date card was discovered missing: _____
6. Name of the person allowed card usage: _____
7. If the PIN was compromised, please provide explanation on how pin was compromised: _____

8. If a police report was filed, please provide the following:
Police Report Case Number: _____
Police Department: _____
Officer Name: _____
Officer Phone Number: _____
10. Any additional information related to the dispute: _____

Merchant Dispute:

1. Have you attempted to resolve your dispute with the merchant? _____
2. Contact method used to try to resolve dispute with merchant:
Writing Email Phone
3. Date the contact method was used: _____
4. Name of the person you contacted: _____
5. Please give a brief recap of any conversation between the cardholder and merchant below:

6. Was the purchase paid by another means but still charged to your card?
 - a. If Yes, attach a copy of one of the following items:
 - i. A receipt showing a cash payment.
 - ii. The front and back of a cancelled check.
 - iii. A statement showing payment via another card.
7. The amount I authorized differs from the amount that appears on my statement.
 - a. Amount authorized: _____
8. I have received a credit slip from the merchant; however, credit has not appeared on my statement.
 - a. Date of credit slip: _____

NEFEC PURCHASING CARD ACCEPTANCE FORM

I AGREE TO THE FOLLOWING REGARDING THE USE OF THE NEFEC PURCHASING CARD ASSIGNED TO ME FOR OFFICIAL SCHOOL DISTRICT BUSINESS ONLY.

1. I understand that I am being entrusted with a powerful and valuable tool and will be making financial commitments on behalf of NEFEC and will strive to obtain the best value for the organization.
2. I understand that under no circumstances will I use the Purchasing Card to make personal purchases, either for others or myself. Willful intent to use the Purchasing Card for personal gain or unauthorized use may result in disciplinary actions up to and including termination of employment and prosecution to the extent permitted by law.
3. I will follow purchasing policies of District School Board of Putnam County, and the NEFEC established guidelines for using the Purchasing Card. Failure to do so may result in either revocation of my Purchasing Card privileges or other disciplinary action.
4. I have been provided a copy of the NEFEC Purchasing Card Program Rules and Procedures and attended training on _____, and understand the Purchasing Card Program. I have been given an opportunity to ask any questions to clarify my understanding of the Purchasing Card Program.
5. I agree to review and reconcile transactions within 72 hours and will maintain all applicable information and receipts.
6. I understand that I am responsible for all charges made against the Purchasing Card.
7. I understand that a lost or stolen card must be reported immediately by telephone to Regions Bank (24 Hours a day 7 days a week, 1 800 787-3905). A report of the lost or stolen card must also be made to the Purchasing Card Administrator by the beginning of the next business day.
8. I understand that I must surrender my Purchasing Card upon termination of employment or transfer and no further use of the Purchasing Card is authorized.
9. I agree that, should I violate the terms of the Agreement, I will be subject to disciplinary action up to and including termination of employment and that I will reimburse the District School Board of Putnam County (NEFEC) for all unauthorized charges and any costs related to the collection of such charges.

Purchasing Cardholder Name (PRINT)

Purchasing Cardholder Signature

Purchasing Card Trainer Name/Title (PRINT)

Purchasing Card Trainer Signature

Date



Consumer's Certificate of Exemption

Issued Pursuant to Chapter 212, Florida Statutes

DR-14
R. 01/18

85-8013884112C-5	10/31/2022	10/31/2027	COUNTY GOVERNMENT
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

PUTNAM COUNTY SCHOOL DISTRICT AND
ALL SUBORDINATE DISTRICT SCHOOLS
200 REID ST STE 1
PALATKA FL 32177-3730

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.



Important Information for Exempt Organizations

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1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (F.A.C.).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others of tangible personal property, sleeping accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, F.A.C.).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third-degree felony. Any violation will require the revocation of this certificate.
6. If you have questions about your exemption certificate, please call Taxpayer Services at 850-488-6800. The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.