

# TRAVEL CARD POLICIES AND PROCEDURES PAMPA INDEPENDENT SCHOOL DISTRICT

## I. Purpose

The purpose of the Travel Card Program is to provide the School District with an efficient and controllable method of making travel purchases. The District will issue cards via JPMorgan Chase. This card policy is not intended to replace, but rather supplement existing purchasing, travel and other District policies.

## II. Usage

**A.** The card will be used for the following:

Travel related purchases in compliance with the Pampa Independent School District Travel Guidelines.

**B.** All other purchases are to be made using the standard purchasing process.

**C.** Some advantages of the card are:

1. Reduce checks and cash for travel.
2. Take advantage of state contracts with airlines and hotels.

**D.** Purchases made on the card will be for school business only. The card is not a personal line of credit. When in doubt as to whether a purchase is allowable under District policy, the cardholder should contact the Purchasing Director. Please remember that reimbursement for any out-of-pocket purchase made without authorization is subject to the Superintendent's approval. Unauthorized purchases are prohibited and purchaser will be subject to disciplinary action as well as reimbursement to the District.

### III. Duties and Responsibilities

#### A. Cardholder

1. The employee who is issued a card is called a “cardholder.” The Travel Card has transaction limits for the maximum amount of each transaction as well as the maximum monthly transaction total, and the type of merchant where the card may be used.
2. The cardholder must use **only** his/her assigned card. Cards must not be loaned to another employee for his/her use. There will be **no exceptions**.
3. Each cardholder shall use the card only for authorized purchases. A hardcopy receipt **must** be obtained from the vendor each time the card is used. Online and telephone charges must also be documented by a receipt, so the cardholder shall request the vendor to fax or mail the cardholder a receipt.
4. **The cardholder is responsible for immediately notifying JPMorgan Chase, their supervisor and the Program Administrator if the card is lost or stolen. The contact number at JPMorgan Chase is 1-800-890-0669. The cardholder shall then complete the Lost Card Form and submit it to the Program Administrator promptly.**
5. Each cardholder must acknowledge receipt of the Travel card, understand the rules of usage, and sign the user agreement. Failure to abide by this Travel Card policy may result in disciplinary action, including termination of employee. The cardholder will be required to reimburse the District for any unauthorized transactions. See section XII, Reimbursement Process.
6. Upon resignation or termination of employment of a cardholder, the Principal shall notify the Travel Coordinator immediately, and the card shall be turned in to the Travel Coordinator.

**B. District Travel Coordinator and Purchasing Manager**

The “Purchasing Manager” manages the Travel Card Program. The Purchasing Manager is the District’s point of control for the Card Program, monitors all usage of the card, and is the point of contact for any cardholder questions or problems. The Purchasing Manager and Travel Coordinator have no approval power over card transactions, but verify all information. The Travel Coordinator is knowledgeable on all the procedures in the Travel Card guidelines. The Coordinator may not modify or revise the Travel Card guidelines, but rather is charged with implementing the policy and advising the Chief Financial Officer of problems that may prompt a need to revise the guidelines.

The Travel Coordinator is also responsible for ensuring all cardholders are properly trained in the use of the Travel Card before the card is issued.

The Purchasing Manager will also report to the Superintendent or and Director of Finance any cardholder infractions or potential infractions.

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**C. Campus/Director Responsibility**

The campus Principal/Director is responsible for designating cardholders. The Principal shall designate which employees will be issued a card, and what transaction and merchant limits shall apply to the card's use. The Principal/Director insures that purchases are authorized and within District policies. Campuses may implement more stringent internal authorization procedures that its cardholders must follow in order to use the Travel Card. Receipts should be turned in promptly to facilitate timely payment of the bill. Activity reports may be requested for additional review by the Campus Principal.

**D. Campus/Department Secretary**

The campus/department secretary is responsible for helping staff with their travel arrangements by advising, directing and following procedure. Each month the Travel Clerk will open a purchase order to JPMorgan Chase on or about the 15<sup>th</sup> of the month for each campus. The campus secretary will receive a pink copy of that purchase order. As travel is requested by campus staff, a pink copy of each approved Travel Request form will also be sent to the secretary, when the District Travel clerk has made all reservations. Upon return, the employee shall turn in all receipts and their completed copy of the Travel Request for "Actual Cost" column to the secretary. The secretary, along with the employee is responsible for the timely return of all receipts attached to the completed Travel Request form to the Business Office.

Around the 11<sup>th</sup> of each month, the campus secretary will be asked to send the pink purchase order with all copies of Travel Requests attached for that month to Accounts Payable to close out that purchase order. If during the month, the Travel Requests total more than the open purchase order, the secretary should request an overage purchase order be opened.

**IV. JPMORGAN CHASE BANK**

- A.** JPMorgan Chase will bill the District once each month for all transactions that have taken place in the previous month's weekly statement cycle. The transactions will be processed regardless of whether the transactions have been approved by the cardholder or approver. It is imperative that each cardholder promptly forward receipts to Accounts Payable. The closing date of each statement will be around the 10<sup>th</sup> of the month. All receipts must be received by the requested time.

## **V. Transaction/Card Limits**

- A.** Each individual purchasing card will have transaction and/or spending limits. The Purchasing Manager has the ability also to limit types of purchases, place of purchase and hours of day purchases can be made on individual cards. The total purchase price as printed on the individual credit card receipt is known as the “transaction amount”. The purchasing card may be limited by the merchant type, transaction amount, and monthly transaction limit. Each cardholder will be set up with limits for each of these categories. A card transaction will be denied when swiped if the transaction exceeds any of the limits. The Principal, Purchasing Manager and the Chief Financial Officer determine limits jointly. However, the limits may not exceed those set in the policy guidelines (**see Transaction Limits**).
- B.** The card may be restricted to the type of purchase, hours purchases may be made, days of week purchases are made and vendor’s cardholder may purchase from. The Purchasing Manager also has the ability to limit the total amount card will purchase, amount per day card will purchase and monthly amounts for card. These limits and restrictions can be adjusted on-line by the Purchasing Manager and will take effect immediately.

## **VI. Sales Tax**

As a tax-exempt government agency, Pampa Independent School District does not pay sales tax. Cardholders will be provided a copy of the District’s tax exemption certificate. Cardholders are then responsible for insuring that the merchant does not include sales tax in the transaction. If tax is included, the cardholder may be responsible for reimbursing the tax amount to the District.

## **VII. Returns**

Each cardholder is responsible for coordinating returns with the vendor and making sure a proper credit slip is obtained. Credit shall be issued to the cardholder account. Cash refunds are not allowed.

## **VIII. Restrictions and Exemptions**

- A.** Employees may **not** use the card for the following:
1. Any purchases of items for personal use.
  2. Cash refunds or advances.
  3. Any purchase of goods/services or, at a merchant type not considered prudent or of good judgment.

4. Any transaction amount greater than the cardholder's transaction limit.
5. Items under contract, unless an emergency exception is granted by Purchasing.
6. Alcohol or liquor of any kind. Patronization of bars, drinking places and package liquor stores should not be paid for with the Travel Card.
7. Separate, sequential, and component purchases, or any transaction made with intent to circumvent District purchasing policy or state law.
8. Any other purchase specifically excluded in the District purchasing policy.

**B.** Documentation

Supporting documentation must accompany each transaction.

- C.** The card may **not** be used to pay spouse/family expenses incurred while traveling. Only District business expenses are allowable and the cardholder should pay personal expenses separately.

## **IX. Obtaining a Travel Card**

**A.** Steps:

1. Campus Principal requests a Travel Card and meets with the District Travel Clerk to determine appropriate transaction limits.
2. The Travel Clerk will request issue of Travel Card from JPMorgan Chase.
3. Upon receipt of the card, the District Travel Clerk will schedule employee's training. Upon completion of training, the cardholder signs the cardholder agreement in the presence of the Travel Clerk and the Travel Clerk issues the card to the new cardholder.
4. The new cardholder receives copies of:
  - a. Cardholder Agreement.
  - b. Applicable forms.
  - c. Travel Card Program – Cardholder Manual

## **X. Revocation of the Travel Card**

- A.** The Travel Card is subject to revocation at any time at the discretion of the Department Director/Campus Principal. The Purchasing Manager may also recommend to the Finance Director and Department Director/Principal that the card be revoked upon indication of any violation of the Travel Card policy and procedures. When a card is revoked, changes are made on-line and take effect immediately. The Travel Clerk is further authorized to temporarily suspend use of the card via electronic methods if unauthorized use is discovered and such use poses a threat to internal financial controls.

## **XI. Transaction Limits**

<b><u>Cardholder Class</u></b>	<b><u>Per Transaction</u></b>	<b><u>Per Month</u></b>
Administration	\$1,000	\$5,000
Supervisory	\$1,000	\$3,000
Staff	\$<500	\$3,000

Note: Department Heads/Campus Principals may set limits for their staff cardholders for any amount up to the transaction limit.

After limit is exceeded, employees must utilize the regular purchase order process or the Department Director/Campus Principal may petition the Program Administrator for a temporary increase in transaction limits.

## **XII. Submitting Staff Travel Form**

After a trip is completed, the cardholder will fill in the “Actual Cost” column of the Staff Travel Form. All receipts should be attached to the form and given to the campus or department secretary. Receipts for charges not on the original request should be given to the secretary also. Receipts must be itemized. Receipts with only the total will be denied and the cardholder will be responsible for the charge. The Campus/Department Secretary should receive the documentation within five business days after the trip.

The campus or department secretary should check the Travel Request form Actual Cost and reconcile with the receipts. Then forward the completed travel forms, the pink copy and all receipts to Accounts Payable.

If receipts are not received within five business days after the trip, a first notice of revocation of card will be sent after ten days. A second notice will be sent after 20 days and the cardholder’s card will be revoked if no documentation has been received or if documentation is incomplete.

## **XIV. Summary**

As a public entity, the District is expected to be able to demonstrate to the public that it has spent their tax dollars wisely. All participants in the Travel Card Program are responsible for insuring purchases made with the card are in accordance with the terms and conditions of this and all other policies of the Pampa Independent School District.

Therefore, the cardholder must make sure he/she has adequate documentation, including a clear explanation of exactly what the purchase is for.

**PAMPA INDEPENDENT SCHOOL DISTRICT**  
**JP MORGANCHASE TRAVEL CARD HOLDER AGREEMENT**

**Participating Employee Acknowledgment of Responsibilities**

By participating in the Pampa ISD Travel Card Program as a Cardholder, you assume responsibilities pertaining to the operation and administration of the Travel Card Program. These responsibilities include but are not limited to the following:

The Pampa ISD Travel Card is to be used for business expenditures only. The Travel Card may only be used under the parameters and procedures established for the Travel Card Program which are detailed in "The Travel Card Cardholder Guide". The Pampa ISD Travel Card may not be used for personal travel or entertainment purposes.

The Travel Card will be issued in the name of the employee. By accepting the Card, the employee assumes responsibility for the Card and will be responsible for all charges made with the Card. The Card is not transferable and may not be used by anyone other than the Cardholder.

The Pampa ISD Travel Card must be maintained with the highest level of security. If the Card is lost or stolen, or if the Cardholder suspects the Card or Account Number to have been compromised, the Cardholder agrees to immediately notify JPMorgan Chase at 1(800)890-0669 and the Travel Card Administrator.

All charges will be billed and paid directly by Pampa ISD. On a monthly basis, the Cardholder will receive a statement listing all activity associated with the Card. This activity associated with the Card. This activity will include purchases and credits made during the reporting period. While the Cardholder will not be responsible for making payments, the Cardholder will be responsible for the verification and reconciliation of all Account activity.

Cardholder Accounts may be subject to periodic internal control reviews and audits designed to protect the interest of Pampa ISD. By accepting the Card, the Cardholder agrees to comply with these review and audits. The Cardholder may be asked to produce the Card to validate its existence and produce statements and receipts to verify appropriate use.

Parameters and procedures related to the Travel Card Program may be updated or changed at any time. Pampa ISD will promptly notify all Cardholders of these changes. The Cardholder agrees to and will be responsible for the execution of any program changes.

The Cardholder agrees to surrender and cease use of their Card upon termination of employment whether for retirement, voluntary separation, resignation or dismissal. In addition the Cardholder must surrender and cease use of the Card in the event of transfer or relocation. The Cardholder may also be asked to surrender the Card at any time deemed necessary by administration.

01/20/2015

Misuse or fraudulent use of the Card may result in disciplinary actions and may be grounds for dismissal.

By signing below, I acknowledge that I have read and agree to the terms and conditions of this document. I certify that as a participating Cardholder of the Pampa Independent School District, I understand and assume the responsibilities listed above.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name (Print

\_\_\_\_\_  
Date

