



GALLUP-McKINLEY
COUNTY SCHOOLS

PURCHASING CARD PROGRAM

Policies and Procedures

User Guide

Effective July 2023

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Definitions

Account Code – The general ledger account that corresponds to the budget that is set aside for expenditures.

After the Fact – The tangible goods have been delivered or services have been rendered with a valid Purchase Order being issued.

Best Obtainable Price – The lowest price among available, like-quality goods or products. (The basic premise is to make as reasonable a buying decision as you would, using your own personal funds).

P-Card Administrator/Procurement – Coordinates the Purchasing Card application, spending controls, and vendor set up for the School District and acts as the School District’s intermediary in correspondence with the Card Issuer on issues relating to set-up, maintenance, and closure.

Cardholder – An employee of the Gallup-McKinley County Schools who is approved by his/her supervisor to use the Purchasing Card to execute purchase transactions on behalf of the School District.

Card Issuer – The banking institution (Wells Fargo) designated by the Gallup-McKinley County Schools to be the Purchasing Card service provider. The Bank provides services such as issuing Visa Purchasing Cards to Gallup-McKinley County Schools’ employees, authorizing electronic transactions on behalf of the School District.

Designated P-Card Secretary – Employees in each school site or department designated by the Supervisor to be responsible for reviewing transactions of individual Cardholders to make sure the transactions are legitimate business expenses and account codes are classified appropriately.

Gallup-McKinley County Schools – Employer. Arranges with the Card Issuer to have Purchasing Cards issued to approved employees and agrees to accept limited liability for the employees’ use of the cards.

Gross Receipt Tax – The Gallup-McKinley County School District is tax exempt for purchases of tangible personal property only. The purchase of services and materials to be used in construction projects are not exempt. If necessary, GMCS Business Services should be contacted to ensure a NM non-taxable transaction certificate has been issued to the vendor.

Maintenance Request – A written correspondence to the Bank to request changes to a Card issued, such as a name change of Cardholder, correction of spelling of Cardholder name, replacement request for a damaged card, change of Designated P-Card Secretary for proper transmittal of electronic data, etc.

Merchant – The vendor from whom a Cardholder is making a purchase.

Purchase Order – A valid Purchase Order supports the goods or services requested by the P-Card holder, including but not limited to, dates of activity for transactions, specific description of goods or services, and to not exceed the total amount of the PO, etc.

Reconciliation Packet- a packet consisting of the reconciliation form, itemized receipts, addenda/schedule, folios (for overnight stay), copy of Purchase Order and any additional documentation acquired from your trip pertaining to the PCard.

Supervisor – School District official (such as a Principal or Assistant Principal) who must approve employee’s request for a Purchasing Card, assign Designated P-Card Secretary, designate default accounting codes for purchases on the Purchasing Card, and submit application to GMCS Business Services.

Tangible Property – Tangible property other than real property having a physical existence, including but not limited to supplies, equipment, materials, and printed materials.

Unauthorized Use – Use of the Card by a person

- (i) who is not a Cardholder;
- (ii) who does not have actual authority to use the Card which includes personal use, no supporting Purchase Order or purchase does not meet conditions of urgent/emergency use;
- (iii) who exceeds dollar spending limitations set by the applicable GMCS policy (student or athletic travel, employee travel, etc.)
- (iv) whose use does not result in a direct or indirect benefit for Gallup-McKinley County Schools or Cardholder.

Unsupported Use – Use of the Pcard without providing proper itemized documentation (receipts) or a lost receipt affidavit.

Vendor – The merchant from whom a Cardholder is making a purchase.

Introduction

The Purchasing Card is a Visa card issued by Wells Fargo Bank. It is a fast and flexible purchasing tool which offers an alternative payment method to the existing Direct purchase order process(es). The Purchasing Card is a corporate charge card and will not affect your personal credit.

The Purchasing cards are NOT intended to circumvent the appropriate purchasing approval or payment process and must be supported by a Purchase Order before the Purchasing card is used.

The Purchasing Card program brings many benefits to:

- **Cardholders**

- You will be able to complete Point of Sale purchases non-restricted commodities, online, by telephone or in person, directly from the vendors when a Direct Purchase Order is not possible or practical.
- You **will be required to use a Wells Fargo P-Card Purchase Order** (approved by Budget Administrators) for all Purchasing Card Transactions.
- It is your responsibility to ensure that the card is used within stated guidelines of this Manual.

- **Vendors**

- The Purchasing Card will be welcomed by vendors who accept VISA.
- When they accept the card for business purchases, vendors do not need to send invoices to the District, and they will receive their payment directly.

The Purchasing Card is to be used only to make “best obtainable price” purchases at the request of, and for the legitimate business of the Gallup-McKinley County Schools, consistent with the provisions of the New Mexico State Procurement Code and the Board of Education Policies, Procedures, and Administrative Regulations governing expenditure of funds and procurement of goods and services.

Parties Involved

A. Card Issuer

1. Wells Fargo issues Visa Purchasing Cards to GMCS District employees.
2. Directly bills the GMCS Business Services for all purchases made on the cards.

B. Business Services

1. Business Services Administrator – Procurement
 - Coordinates the Purchasing Card Program.
 - Arranges with Wells Fargo to have Purchasing Cards issued to approved employees.
 - Receives P-Card Reconciliation Forms and receipts from school site/department for review/audit and prepares a P-Card Reconciled Transactions Spreadsheet for payment processing. Forwards P-Card Reconciled Transactions Spreadsheet to Accounts Payable for Wells Fargo P-Card Purchase Order payment processing.
 - Audits P-Card transactions for compliance.
1. Business Services – Accounts Payable
 - Receives reviewed/audited P-Card reconciled transaction spreadsheet for Wells Fargo P-Card Purchase Order payment processing.

C. School Site/Department Designated P-Card Secretary/Backup P-Card Secretary

1. Submits the Cardholder's approved request to the SSC Bookkeeper for Wells Fargo P-Card requisition/PO processing.
2. Reviews the Cardholder's P-Card Reconciliation Form and receipts, signs, and forwards to GMCS Business Services at PCard@gmcs.org.

D. Cardholder

1. An employee of Gallup-McKinley County Schools.
2. Approved by his/her Principal, Athletic Director, or Program Director to use the Purchasing Card.

E. Limited Use Cardholder/Coaches

1. **Coaches are only permitted to use the PCard for travel purposes including meals, hotel, registration, and snacks (for student games).**
2. Coaches must use Direct Purchase Orders (issued to the vendor and paid by check) for uniforms, clothing, supplies, awards, banquets, and all other non-travel related expenses.
3. Any exception to this policy will be on a case-by-case basis with written approval by the Procurement Director and/or Director's Designee and the District Athletic Director.

F. Vendor

1. The merchant from whom a Cardholder is making a purchase.

Cardholder Eligibility

- A. Applicant must be an employee of Gallup-McKinley County Schools.
- B. Applicant's request and Cardholder Application for a Purchasing Card must be approved by his/her Principal, Athletic Director, or Program Director.
- C. **Employee must attend training before he/she may be issued a Purchasing Card.**
- D. Employees must complete and pass the Purchasing Card Training & Quiz with an 80% or better.
- E. Each Cardholder must sign the Purchasing Card Cardholder Agreement (Attachment 2).
- F. **By signing this agreement, you indicate that:**
 - 1. You understand the intent of the program.
 - 2. You will comply with all guidelines and requirements in this manual.
 - 3. You will adhere to the Gallup-McKinley County Schools District Policies and Procedures relating to the expenditure of district funds.
 - 4. You authorize payroll deductions when you fail to provide reimbursement for an unauthorized or unsupported purchases on your card. See definitions.

Responsibilities and Procedures

Cardholder-

- A. Ensure the Purchasing Card is used for legitimate business purposes.
- B. Provide Procurement with a valid cell phone number and email address for fraud alerts.
 - 1) **GMCS emails are required and must be checked regularly for all official communication.**
 - 2) Advise the PCard Secretary and District PCard Administrator if cell phone contact information changes.
- C. Maintain the Purchasing Card in a secure location at all times and exercise caution in sharing card number information.
- D. Adhere to the purchase limits and restrictions of the Purchasing Card.
- E. Accept financial responsibility for unauthorized or unsupported charges, to include, but not limited to spending overages (meals/hotels) as provided by GMCS Athletic and Travel policy.
- F. Obtain travel request approval prior to any related Purchasing Card travel transactions. Ensure travel complies with the New Mexico Travel and Per Diem Act and the GMCS District's Travel Policy guidelines.
- G. **Immediately call Wells Fargo at 1-(800) 932-0036, as soon as you realize your Card has been lost, stolen, or misplaced.**
 - 1) Note the name of the person who takes your call and the time you called. (Note: the toll-free number is available 24 hours a day, 365 days a year.) Notify the School Site/Department P-Card Site Secretary at the first opportunity during normal business hours.
- H. Prior to making any Purchasing Card Transaction, you MUST obtain a GMCS Wells Fargo PCard Purchase Order.
 - 1) Purchases may be made without a PO in place ONLY under urgent/emergency circumstances. You must notify your direct supervisor immediately.
- I. Return the Purchasing Card to the Supervisor, Designated P-Card Secretary, or Program Director:
 - 1) upon terminating employment with the Gallup-McKinley County School District
 - 2) transferring departments or school sites within the School District
 - 3) at the end of the school year/season (Not applicable to twelve (12) month employees.
 - PCard users may request use of the card during summer/off-season months.

Making a Purchase:

- A. Identify need and send request to Supervisor, Designated P-Card Secretary, or Program Director for Purchase Card approval.
- B. Purchase Card may be used when you receive the signed Purchase Order for amounts and descriptions supported on the PO.
- C. The Gallup-McKinley County Schools District's spending parameters for each Purchasing Card issued is set per month. Procurement may adjust monthly limits as determined by demonstrated need and as approved by the Supervisor or Program Director.

- D. The Cardholder is to present the Purchasing Card at point of purchase.
- E. When placing an order that is not in person, i.e., telephone, online, etc. **The cardholder must reference their GMCS School Site or Department shipping address for tangible goods.**
- 1) **DO NOT SHIP PCARD PURCHASES TO THE R & D WAREHOUSE.**
 - 2) Always request tax exemption on tangible goods. If necessary, Procurement may be contacted to provide a NM non-taxable transaction certificate issued to the vendor. (See Definitions – Gross Receipts Tax section for exceptions.)
 - 3) When the goods are delivered, the Cardholder is to inspect the order to verify order accuracy. Cardholder is responsible for managing any disputes directly with the vendor.
- F. The Cardholder shall obtain **itemized transaction receipts** for all transactions.
- 1) Receipts include hotel folios, charge slips, detailed cash register receipts, invoices, or printouts of email/web transaction confirmations, or renewal notices. If handwritten, receipts must include the merchant’s letterhead or logo and identifying information.
 - 1) Receipts MUST include the following information:
 - Vendor/Merchant name
 - Itemized description & pricing of all goods/services purchased.
 - Transaction date and total
 - 2) Receipts that do not adequately document the purchase will not be paid for by GMCS Business Services.
 - i. **Cardholders are responsible to repay the District for charges without proper, itemized documentation.** A formal notice will be sent, providing a deadline to collect supporting documentation or reimburse the District for the full amount of the charges. Personal checks will not be accepted.
 - a) If reimbursement is not made by the deadline, the amount shall be submitted for a Payroll deduction.
 - ii. Procurement will consider requests for and issue a maximum of three (3) Lost Receipt Affidavits to the Cardholder per academic year.
 - a) Cardholders will request a Lost Receipt Affidavit from the District PCard Administrator if a receipt is missing or has been misplaced.
 - b) Procurement reserves the right to deny a Lost Receipt Affidavit for restaurants or merchants known to sell unauthorized items such as alcohol, tobacco, firearms, explosives, etc.
 - 3) **The Cardholder will submit a completed Reconciliation Packet to the designated PCard Secretary the next business day from the date of purchase or return from a trip.**

Reconciliation Packet Includes:

- i. Copy of PO (**Always Required**)
- ii. Itemized receipts (**Always Required**)
- iii. Agenda/Schedule
- iv. Folio (from hotel for an overnight stay)
- v. Sign out sheet (when traveling with students)
- vi. Any other pertinent documents

- 4) Employee travel related receipts shall comply with the New Mexico Travel and Per Diem Act and the GMCS District's Travel Policy guidelines. Original travel-related receipts shall be attached to the GMCS P-Card Reconciliation Form if such charges were charged against the P-Card.
 - i. **Meal charges made on the PCard shall NOT be submitted for per diem reimbursement on the Travel Reimbursement form.**
 - ii. Attempts to receive both per diem reimbursement for travel expenses and use the PCard to pay for purchases shall result in disciplinary action, personal financial responsibility, and loss of privilege to use the PCard for employee travel expenses.
- 5) Attempt to resolve disputes or billing errors directly with the vendor and notify the Bank if the dispute is not satisfactorily resolved, by emailing the Bank the required Dispute Form.
- 6) For any disputes or billing errors, the P-Card holder is responsible for obtaining a receipt showing the credit. **Do NOT accept cash in lieu of a credit to the Purchasing Card account.**
- 7) Notify GMCS Business Services when a vendor requires a tax-exempt certificate.
- 8) Report erroneous declines to Procurement during normal business hours.

1. **Declined Purchases:**

- a. **Check and respond to text messages or emails from the bank. Most declines can be resolved by confirming that the transaction is not fraud.**
- b. If your purchase is not approved, call Procurement with the following information:
 - Merchant name
 - Description of attempted purchase
 - Date and approximate time of attempted transaction
 - Cardholder's name
- c. If the declined purchase is being made outside of normal District business hours, the **Cardholder must use an alternate payment method or terminate the purchase.**
- d. **Reimbursement requests personally paid by the Cardholder should be promptly submitted to your School Site Fiscal Secretary/PCard Secretary for approval.**
 - i. The Secretary will submit a Request to Order (RTO) with copies of the receipts, a written statement from the cardholder with a description of the circumstances and original PO number supporting the purchase.
 - ii. The Cardholder will need a w9 on file or provide this completed document, so that Accounts Payable can issue a reimbursement check.

2. **Returning an Item purchased with a PCard:**

- a. For an in-person return, return the item directly to the supplier or Vendor and obtain a credit receipt.
- b. If you make the purchase by phone, web, or mail:
 - Contact the Vendor for return instructions.

- Obtain a Return Material Authorization (RMA) number or credit number from the Vendor. NOTE: Some suppliers may charge a restocking or handling fee.
 - Submit all return or credit receipts with a PCard reconciliation packet, following the same timelines for regular purchases **(the next business day).**
3. **Incorrect Charges**
All Vendors have a right to “cure” a problem with a purchase within a reasonable period of time. When you receive either an incorrect or defective item, you must allow the Vendor a reasonable amount of time to replace the product, resolve the service issue or issue you a credit before turning the matter over to the Bank.
4. **Unresolved Disputes and Billing Errors**
The total amount billed by the Bank will be charged to the individual School Site/Department accounts. Credits for disputed transactions will be posted to the School Site/Department accounts when the credit appears on the Bank billing.
5. **Security and Storage**
Cardholders should always treat the Purchasing Card with at least the same level of care as one does their own personal credit cards. The Card should be maintained in a secure location and the Card account number should be carefully guarded. The only person entitled to use the Card is the person whose name appears on the face of the Card. The Card may not be lent to another person for any reason.

SITE/DEPARTMENT PCARD SECRETARY -

Each School Site or Department must designate a P- Card Secretary and a back-up staff member to assist (not complete for) Cardholders with purchases and reconciliation. This person is a vital team member who helps with program compliance. The School Site/ Department Supervisor has the responsibility to designate the best person(s) for this responsibility who shall receive training to support the program.

PCard Secretary duties:

1. Review the Cardholder’s request to purchase and forward it to the Fiscal/SSC Bookkeeper for requisition processing and approval.
2. Double check the Cardholder’s Reconciliation Packet to include totals, and itemized receipts. Check for Cardholder signature on the P-Card Reconciliation Form; if none, return to the Cardholder for signature.
3. Retain copies of Cardholder Reconciliation Packet and scan and email to PCard@gmcs.org after the Wells Fargo transaction report is completed.
4. Ensure reconciliation forms and supporting documentation (Reconciliation Packet) have been submitted to you the next business day from the date of purchase. You will receive a Wells Fargo transaction report bi-monthly to match cardholder transactions.
5. Notify the Site-based and District PCard Administrator of any concerns, disputes, suspicion of card misuse, or knowledge of lost or stolen cards.

6. Request District PCard Administrator to cancel a Cardholder's card (i.e., terminated employees, transferring school sites or departments, and loss of purchasing card privileges) as approved by Supervisor.
7. Sign PCard in and out with athletic cardholders at the beginning and end of seasons.
8. Secure Purchasing Cards from terminated employees, employees who transfer to another department and employees who have lost their purchasing card privileges. Forward PCard to District PCard Administrator and request to cancel the card as approved by Supervisor.
9. Help train or guide employees to the correct District departments to train on New Mexico Travel and Per Diem Act and the GMCS District's Travel Policy.

P-CARD ADMINISTRATOR/PROCUREMENT -

The P-Card Administrators will be responsible for:

1. Utilizing the reporting capabilities of the Bank's electronic on-line Software from the Bank.
2. Reviewing School Site or Department-approved Purchasing Card Application for required information.
3. Submitting completed Application to the Bank and receiving Purchasing Card from the Bank.
4. Training School Site/Department P-Card Site Secretaries and Cardholders before releasing Purchasing Card.
5. Having Cardholder sign Cardholder Agreement (Attachment 2), signifying agreement with the terms and conditions of the Purchasing Card program.
6. Securing revoked Purchasing Cards and submitting information to the Bank.
7. Reviewing usage of Purchasing Card data for trends.
8. Ensuring that lost or stolen Cards have been blocked by the Bank.
9. Assisting the School Site/Department P-Card Site Secretaries with erroneous declines.
10. Receiving and acting on notice of termination or transferring from Personnel (i.e., ensuring there are not payments made on charges against a card that has been cancelled due to termination of a Cardholder, etc.).
11. Submitting Site/Department Supervisor approved maintenance requests in writing to the Bank.
12. Performing periodic audits of Card use for regulations compliancy through the Bank's on-line reporting system.
13. Maintaining applications, approvals, Cardholder Agreements, and copies of transmittals and correspondence with the Bank relating to card administration.
14. Handling disputed charges/discrepancies not resolved by the Cardholder or Designated P-Card Secretary.
15. Processing P-Card requisitions and forwarding P-Card Purchase Orders to the Supervisor, or Designated P-Card Secretary.
16. Receiving and reviewing the Cardholder's P-Card Reconciliation Form(s).
17. Distributing reports to Designated P-Card Secretary as prescheduled and notifying them of cut-off date for approvals and default code changes.
18. Reviewing usage of Purchasing Card data for appropriateness.
19. Preparing a monthly excel spreadsheet of reconciled P-Card Purchase Orders and forwarding it to Accounts Payable for payment processing via a non-check voucher.

Failure to comply with program guidelines may result in:

- Permanent revocation of the card
- **Notification of the situation to GMCS Administration**
- Disciplinary action in accordance with GMCS District Policies and Procedures relating to disciplinary action and termination for cause.
- **Personal financial liability for unauthorized or unsupported purchases.**

Purchase Types

- A. In-Person Purchases** – Tell the supplier/Vendor you wish to pay for the goods with a Purchasing Card. Confirm that the transaction is Tax Exempt. Sign and take your itemized receipts(s). Record the transaction on a P-Card Reconciliation form.
- B. Internet Purchases** – Be sure security is in place before making any Internet orders. Follow the directions for the purchase. If there is a place to indicate Tax Exempt status, be sure to complete that information. Verify correct ship to address. Screen-print the order for your records. Screen print must provide item descriptions, pricing, shipping, etc. Record the transaction in your transaction log.
- C. Urgent Need Purchases** – Urgent need is described as a situation where health and safety may be at risk. Cardholders needs to contact their Supervisor and Procurement within a reasonable amount of time after urgent need use.

Employee Travel – GMCS Wells Fargo P-Card Purchase Order(s) is required before the P-Card may be used. Employee travel may include:

- Conference Registration
- Airfare – Coach only, baggage fee (one (1) additional checked bag allowed)
- Transportation – Uber, taxi, rental car, public transportation
- Lodging– Be aware of resort fees. Lodging incidentals not included.
- Meals:
 - \$59 per diem (traveling without students – trainings/professional development)
 - \$15 per person, per meal (traveling with students – games, field trips, etc.)

A. REQUIRED STEPS BY CARDHOLDER FOR TRAVEL:

- Obtain travel approval per District Travel policy.
- Conference Registration
- ****Obtain airfare pricing for requisition – Coach ONLY. Include baggage fee (one (1) additional checked bag allowed), make note, and include cancellation clauses. Ticket may NOT be purchased without a GMCS Wells Fargo P-Card Purchase Order.**
- ****Obtain hotel quote(s) for requisition – The District allows \$157/night per room. Three (3) quotes and Superintendent approval are required if price is in excess of \$157.**
 - a. Card holders are required to contact and cancel hotel reservations if a trip is cancelled, and the hotel will not be used. **Failure to do so may result in personal financial responsibility for non-refundable charges.**
 - b. The requisition/PO may include all incidentals such as parking fees, resort charges, transportation fees, etc. **The GMCS P-Card may NOT be used for hotel incidentals such as snacks, room service, etc.**

Note: The GMCS P-Card may be used to make hotel reservations without a PO **IF** the PCard is not charged at the time of reservation and if cardholders ensure they know and accept responsibility for cancellation. Purchasing

Card use for employee's meals while on official travel requires prior authorization on a GMCS Travel Form. If using the PCard for meals, Cardholder is subject to \$ limits set by GMCS Travel policy (\$59) and shall NOT submit a request for Per Diem Reimbursement.

- B. **Board Member Travel:** The Superintendent's Designated P-Card Secretary may apply for a GMCS P-Card for the purpose of GMCS Board Member and Superintendent/District Administrative Personnel travel arrangements and reservations. A Purchase Order supporting the purchase is required prior to charges being made to the card.

****All travel shall comply with the New Mexico Travel and Per Diem Act and the GMCS District's Travel Policies.****

******* THE GMCS P-CARD USER IS RESPONSIBLE FOR ALL TRAVEL ARRANGEMENTS. *******

Acceptable Purchasing Card Purchases

A. Examples of purchases that are appropriate for the purchasing card (All Cardholders including Coaches):

1. Employee or Student Athletic/Activity meal and travel expenses
2. Conference and training registration and expenses
3. Student Travel Entry fees (Museums, theme parks, theaters)

Note: All travel charges must meet GMCS travel policy \$ limitations and meal charges MUST be accompanied by an ITEMIZED and detailed receipt from the food establishment, or the charge WILL NOT be paid by GMCS Business Services.

B. Examples of additional purchases that are appropriate for the purchasing card (All Cardholders Not Including Coaches):

1. Items or supplies valued below \$5000/each that are appropriate for your school/department that cannot be readily purchased from a vendor who accepts our Purchase Orders. This may include local retail, discount, and hardware stores.
 - a. A Direct Purchase Order to a vendor who accepts POs and check payments **should always be the first choice** for these purchases.
2. Federal Express, United Parcel Service, United States Postal Service expenses.
3. Membership fees, Skills USA or Spelling Bee Registration
4. Catering Services

THIS LIST IS NOT INTENDED TO BE ALL INCLUSIVE. IF YOU HAVE SPECIFIC QUESTIONS, PLEASE CALL GMCS BUSINESS SERVICES FOR ASSISTANCE.

Unacceptable Purchasing Card Purchases

A. The following items are examples of purchases that are inappropriate for the purchasing card:

1. ANY PERSONAL PURPOSE
2. No Amazon purchases are allowed on the PCard
3. Fixed Assets (Items valued over \$5000/each)
4. Alcoholic beverages, including alcohol for cooking
5. Tobacco
6. Most Services – Rare Exceptions apply and must be approved by the Procurement Director
7. Most Software – Rare Exceptions apply and must be approved by the Procurement Director
8. Lottery Tickets
9. Cash Advances
10. Tips / Gratuity (unless restaurant policy **requires** and automatically adds the gratuity to the receipt due to party size)
11. Consultants or other payments to individuals
12. International purchases
13. Blanket Purchase Orders, with indefinite shopping time
14. See Sample Listing of Blocked Vendors (Attachment 5)

THIS LIST IS NOT INTENDED TO BE ALL INCLUSIVE. IF YOU HAVE SPECIFIC QUESTIONS, PLEASE CALL GMCS BUSINESS SERVICES FOR ASSISTANCE.

Program Violations

Cardholder Penalties:

Program violations may be subject to disciplinary action and financial responsibility and possible civil or criminal charges for misuse of public funds, in accordance with Gallup-McKinley County Schools Personnel Policies and Procedures relating to disciplinary action and termination for cause.

Card suspension, account closure, payroll deductions and/or other disciplinary action may occur for any of the following reasons:

- A. The Cardholder intentionally uses the card for a personal purchase or unintentionally uses the card for a personal purchase and does not immediately notify the Pcard Administrator and reimburse the District.
- B. The Cardholder fails to provide, when requested, additional information about any specific purchase.
- C. The Cardholder makes a purchase with the PCard without a PO in place or the PO that is issued does not support the purchase (After the Fact).
- D. The Cardholder fails to submit documents in the required time frame (**PCard holders are to submit a Reconciliation Packet to their PCard Secretary the next business day from the date of purchase or return from travel**).
- E. The Cardholder fails to provide itemized receipts and/or a lost receipt affidavit for every purchase.
- F. The Cardholder fails to adhere to dollar limitations of the PO or those set by GMCS Travel policy.
- G. The Cardholder frequently fails to follow or violates PCard program requirements, does not attend training as assigned, and disregards notices and corrective requirements issued by the District PCard Administrator and/or Cardholder's immediate supervisor.
- H. The Cardholder fails to report and address fraud and disputed transactions, or notify Wells Fargo of a lost or stolen Card: 1-(800) 932-0036

Designated P-Card Secretary/Reconciler Penalties:

The PCard Secretary may be removed from his/her duties with the PCard Program and Program violations may be subject to disciplinary action for the following reasons:

- A. The PCard Secretary does not submit the Reconciliation Packet and Wells Fargo Spreadsheet to Procurement in a timely manner.
- B. The PCard Secretary does not check and verify the accuracy of the Reconciliation Packet before submitting to PCard@gmcs.org – noting errors and issues.
- C. The PCard secretary does not provide the Wells Fargo PCard Purchase Order to the Cardholder.

Procedures / Consequences for missing Reconciliation paperwork:

- A. The cardholder will be given an allotted amount of time to submit missing items or corrected documentation. Failure to do so will result in personal financial responsibility for the charges and may result in immediate suspension of Pcard privileges until resolved.

- B. The Cardholder will receive notice of any other steps that must be taken to regain Pcard privileges. This may include re-training, passing a test on policies and requirements, reimbursing the District.
- C. The Cardholder's Direct Supervisor and Pcard Reconciler/Secretary will be included on all notices of non-compliance.
- D. **Based on the severity or frequency of the issues, PCards may be permanently closed or they may be suspended until Procurement confirms that Personnel has received a copy of a written and signed Discipline Notice from the Cardholder's direct supervisor.**
 - a. When it is required and the Administrator does not provide a written discipline notice to the cardholder and to Personnel, the school or program, in its entirety, will risk suspension of the Pcard Program as well as discipline action from a District administrator.

The District is aware that unusual circumstances may occur and rare exceptions may be made to requirements to address those unusual or extenuating circumstances.

Further, Purchasing Card privileges may be revoked at any time, at the discretion of the Procurement Director.

Purchase Card Closure

The **Business Services Administrator/Procurement** Director may close an account if a Cardholder:

- Terminates employment
- Transfers to a different department
- Moves to a new job in which a Purchasing Card is not required
- Frequent non-compliance, negligence, or disregard for program requirements.

Audit Trail Overview

A. Cardholder will:

- Submit request to Supervisor or Program Director for a Wells Fargo P-Card purchase.
- Reconcile itemized vendor receipts to the P-Card Reconciliation Form, sign the form, and send to Supervisor, Program Director, or School Site/Program Secretary within one (1) business days of the date purchases made or return from trip.

B. Designated PCard Secretary will:

1. Forward Wells Fargo P-Card Purchase Order to Cardholder.

- Review and reconcile Cardholder itemized receipts and P-Card Reconciliation Form and send to Procurement at PCard@gmcs.org within two (2) days of receipt of P-Card Reconciliation Form and receipts.
- Ensure compliance with the Gallup-McKinley County Schools' Administrative Regulation governing travel. Ensure travel complies with the New Mexico Travel and Per Diem Act and the GMCS District's Travel Policy guidelines.

C. Cardholder's Supervisor or Administrator will:

- Enforce cardholder compliance with written discipline letters when necessary or required.
- Re-assign Pcard Secretary or Reconciler duties when assigned personnel are not complying with requirements.

D. PCard Administrator will:

- Receive and maintain Purchasing Card Applications.
- Maintain Cardholder Agreements.
- Communicate with the Bank and the School Site/Department P-Card Site Secretaries for set-up, maintenance, and closure.
- Periodically, audit Card use and charges for appropriateness through the use of the Bank's on-line reporting system. Areas to be monitored include, but are not limited to, compliance with Purchasing Card regulations, compliance with Gallup- McKinley County Schools' regulations and Gross Receipt Tax Charges. Non-use of the Card by Cardholders will also be monitored.
- **Process P-Card Purchase Orders and email to the Supervisor, Program Director, or Designated P-Card Secretary.**
- Receive P-Card Reconciliation Forms, prepare a monthly excel spreadsheet of reconciled P-Card Purchase Orders, and forward it to Accounts Payable for payment processing via a non-check voucher.
- Receive reports (electronic, if applicable) from the Bank and distribute to School Site/Department P-Card Site Secretaries.
- Keep reconciled Cardholder statements on file for audit purposes.

Vendor Establishment

A. Vendor Set-Up:

If a Vendor frequently used by Gallup-McKinley County Schools' employees does not accept the Visa Card, the P-Card Administrator will assist in recruiting the Vendor to take the necessary steps to begin acceptance of the Card and provide this information to the Bank. Cardholders should contact the Designated P-Card Secretary when encountering Vendors who do not accept the Card.

B. Vendor Blocking:

Transactions will be blocked at the point-of-sale level at the types of Vendors included on the listing of Blocked Vendors (Attachment 5).

Merchant/Vendor Prohibitions

A. Merchant Blocking:

Transactions will be blocked at the point-of-sale level at the types of Merchants/Vendors included on the listing of Blocked Merchants (Attachment 4).

Some restaurants that serve alcohol will automatically decline. Therefore, it is advised to avoid any establishment with "Bar" in the name.

Contact Listing

A. Primary District PCard Administrator

- **Send all Applications and Reconciliation Packets to: PCard@gmcs.org**
- Breana Kesner, GMCS Procurement Buyer
bkesner@gmcs.org 505-721-1084
 - New Cardholder Request
 - Change in Credit-Line
 - Cardholder Closures
 - Card Transfers
 - General Account Information
 - Notification of Disputed Item

B. District Reconciliation Contact:

- Pauline Livingston, GMCS Procurement Technician
plivings@gmcs.org 505-721-1005
 - Reconciliation Process, Questions and Procedures

C. Procurement Staff –

- Katherine Crisler, GMCS Procurement and Business Services Director
kcrisler@gmcs.org 505-721-1088
 - PCard Policy and Procedure Changes
 - Provides back-up program support
- Hugo Cano, GMCS Procurement Senior Buyer
hcano@gmcs.org 505-721-1083
 - Provides back-up program support
- Rebecca Bertinetti, GMCS Procurement Buyer
bpayton@gmcs.org 505-721-1085
 - Provides back-up program support
- Gregory Hudson, GMCS Procurement Buyer
ghudson@gmcs.org 505-721-1076
 - Provides back-up program support

B. WELLS FARGO

- **1-(800) 932-0036**
24 hours/day 7 days/week 365 days/year
- **REPORT LOST OR STOLEN CARD**

GMCS P-CARD PROCEDURE FLOW CHART

Cardholder identifies need and sends request to Principal, Designated Site Secretary, or Program Director for approval.



Principal, Designated Site Secretary, or Program Director is to send the approved request to the SSC Bookkeeper or the Designated Site Secretary for requisition processing and approval.



A Purchase Order is issued by GMCS Procurement and the **Cardholder** is now approved to use the P-Card.



Cardholder is to keep all **ITEMIZED RECEIPT(S), AND/OR HOTEL FOLIO(S)** in an envelope. All itemized receipt(s) and/or hotel folio(s) are to be listed and attached to the P-Card Reconciliation Form. You must turn in the Reconciliation Packet into the **Principal, Designated Site Secretary, or Program Director** **the next business day.** Keep a copy of all receipts and the P-Card Reconciliation Form.



Principal, Designated Site Secretary, or Program Director once you have received the Wells Fargo Report from Procurement, you will complete the report using the Reconciliation Packets received from the dates indicated on the report. You will then scan all Reconciliation Packets and the completed Wells Fargo Report and email to Procurement at PCard@gmcs.org for reconciliation review.

PURCHASE ORDER HANDLING:

- Athletics and Student Activity Funds – Designated Site Secretary + Copy to Coach / Sponsor
- Employee Travel – Employee
- Large Group Travel – Supervisor or Program Director

FAILURE TO COMPLY WITH THIS PROCEDURE MAY RESULT IN PENALTIES UPTO AND INCLUDING TERMINATION OF P-CARD.

Attachment 1

**GALLUP-MCKINLEY COUNTY SCHOOLS
PURCHASING CARD APPLICATION**

Request for Procurement Card

The individual listed below is seeking authorization to utilize the Gallup-McKinley County Schools' procurement card program. As a Gallup-McKinley County Schools Supervisor, you are entrusting, empowering and delegating authority to the individual below to make purchases on behalf of your department. The Purchasing Card is to be used only to make purchases at the request of and for the legitimate business benefit of Gallup-McKinley County Schools.

The Purchasing Card must be used in accordance with the provisions of the Purchasing Card Policy and Procedures Manual and in accordance with the Administrative Regulation established by Gallup-McKinley County Schools for Purchasing Card use.

Violations of these requirements may result in revocation of use privileges and/or disciplinary action, up to and including termination of employment. Employees who are found to have inappropriately used the Purchasing Card will be required to reimburse Gallup-McKinley County Schools for all costs associated with such improper use.

Cardholders who are found to have inappropriately used the Purchasing Card will be required to reimburse the Gallup-McKinley County School District for all costs associated with such improper use. Failure to reimburse will result in payroll deductions and Pcard cancellation.

Date: _____

Card Requestor:

Cardholder Name

Email Address

Cardholder Signature – (Required)

Contact Phone Number

School Site/Department

Position
(Principal, Coach/Team, Teacher, Sponsor, etc.)

Designated P-Card Secretary: _____

Supervisor Name

Supervisor Signature – (Required)

EMAIL COMPLETED FORM TO: PCard@gmcs.org cc: hcano@gmcs.org

(For Procurement Use Only)

Procurement Director: Approved: _____ Not Approved: _____

Date Card Ordered: _____ Date Card Returned/Cancelled: _____

**GALLUP-MCKINLEY COUNTY SCHOOLS
PRELIMINARY PURCHASING CARD
CARDHOLDER AGREEMENT**

Affidavit of Understanding and Acceptance of PCard Policy

I agree to the following regarding use of the Gallup-McKinley County Schools Purchasing Card: The Purchasing Card is to be used only to make purchases at the request of and for the legitimate business benefit of the Gallup-McKinley County School District.

I understand that I am making financial commitments on behalf of Gallup-McKinley County Schools and I will strive to obtain the best obtainable price for the Gallup-McKinley County School District. I understand that under no circumstances will I use the Purchasing Card to make personal purchases, either for myself or for others.

I received the preliminary Purchasing Card Training, and I understand all requirements and limitations for use of the Purchasing Card.

I will follow the established procedures for use of the Purchasing Card; and I understand failure to do so may result in either loss of privileges, personal financial liability for charges including payroll deduction for any unpaid reimbursement, or other disciplinary actions up to and including termination or possible criminal charges, depending on how the Card is misused.

I agree that should I willfully violate the terms and conditions of this Agreement, or fail to safeguard and provide the appropriate supporting documentation for all charges, I will immediately reimburse the Gallup-McKinley County School District for all prohibited charges, unauthorized, or undocumented charges and agree that my pay may be deducted if I fail to provide reimbursement through cash or money order, within 3 business days from written notice sent to my District email account.

I agree to regularly check my District issued email account for essential notifications.

Purchasing Card Account Number (last 4 digits): _____ **Unique ID:** _____

Card Issued to: _____

Cell Phone No. (Required for Fraud Alert): _____

Email Address: _____

School/Dept: _____ Sport/Activity/Purpose: _____

Signature: _____ **Date:** _____

**GALLUP-MCKINLEY COUNTY SCHOOLS
PURCHASING CARD PARAMETERS**

Card Limitations

The Gallup-McKinley County Schools Purchasing Card limits are outlined below:

1. No single item purchase transaction shall exceed \$2,500. Card may not be used to purchase fixed assets.
2. **Student/Athletic travel:** All meals are limited to the amounts stated in Travel policy and on the PCard Reconciliation Form, regardless of the fund used (Operational/Athletic/Student Activity).
3. **Employee Travel:** Meal purchases require pre-approval through the GMCS Travel Form and are limited to the set \$ amounts per GMCS Travel Policy.
4. **Gratuity/tip charges to the Pcard are prohibited except when automatically charged by the restaurant as a minimum service fee for large groups. **NON-MANDATORY tips must never be paid on the Pcard.****
5. Card may not be used to circumvent purchasing requirements & limitations set by state law and Board adopted GMCS Purchasing Policy.
6. Coaches may not use the Pcard for any purchases or purpose other than travel-related expenses (hotels, meals, transportation, and game-day snacks).
7. NO Amazon purchases are allowed. All Amazon orders must be placed through the Districts online ordering portal and through a Direct Purchase Order.

Limitations are subject to change.

The Procurement Director in cooperation with the District Athletic Director (when applicable) may consider individual exceptions to some purchase limitations for specific Departments/Users.

****All travel shall comply with the New Mexico Travel and Per Diem Act and the GMCS District's Travel Policies.****

LISTING OF BLOCKED VENDORS

4119	Ambulance Services
5937	Antique Reproduction Stores
5932	Antique Shops - Sales, Repairs, and Restoration Services
7998	Aquariums, Dolphinariums, and Seaquariums
8641	Associations Civic, Social, and Fraternal
8675	Associations, Automobile
8111	Attorneys, Legal Services
7295	Babysitting Service
9223	Bail and Bond Payments
7929	Bands, Orchestras, and Misc. Entertainers (Not Elsewhere Classified)
7230	Barber and Beauty Shops
5813	Bars, Cocktail Lounges, Discotheques, etc.
7995	Betting
7932	Billiard and Pool Establishments
5551	Boat Dealers
4457	Boat Leases and Boat Rentals
7278	Buying/Shopping Clubs, Services
5561	Camper Dealers, Recreational and Utility Trailers
7033	Campgrounds and Trailer Parks
8351	Child Care Services
8049	Chiropodists, Podiatrists
8041	Chiropractors
5993	Cigar Stores and Stands
5944	Clock, Jewelry, Watch, and Silverware Store
7997	Clubs Country Clubs, Membership, etc.
7321	Consumer Credit Reporting Agencies
5977	Cosmetic Stores
9211	Court Costs including Alimony and Child Support
4411	Cruise Lines
7911	Dance Halls, Schools, and Studios
7273	Dating and Escort Services
7277	Debt, Marriage, Personal Counseling Service
8071	Dental and Medical Laboratories
5047	Dental/Laboratory/Medical/Ophthalmic
8021	Dentists, Orthodontists
5960	Direct Marketing Insurance Services
8011	Doctors (Not Elsewhere Classified)
5963	Door-to-Door Sales
5997	Electric Razor Stores Sales and Service
6011	Financial Institutions Automated Cash
6010	Financial Institutions Manual Cash Disbursements
6012	Financial Institutions Merchandise and Services

9222 Fines
 7261 Funeral Service and Crematories
 5681 Furriers and Fur Shops
 9399 Government Services (Not Elsewhere Classified)
 7298 Health and Beauty Spas
 8099 Health Practitioners, Medical Services
 5975 Hearing Aids Sales, Service, Supply Stores
 8062 Hospitals
 6300 Insurance Sales, Underwriting, and Premiums
 4468 Marinas, Marine Services/Supplies
 7297 Massage Parlors
 5271 Mobile Home Dealers
 7829 Motion Picture and Video Tape Production
 7832 Motion Picture Theaters
 7519 Motor Home and Recreational Vehicle Rental
 5592 Motor Home Dealers
 6051 Non-Financial Institutions
 8050 Nursing and Personal Care Facilities
 8043 Opticians, Optical Goods, and Eyeglasses
 8042 Optometrists. Ophthalmologists
 8398 Organizations, Charitable and Social Service
 8651 Organizations, Political
 8661 Organizations, Religious
 5976 Orthopedic Goods Artificial Limb Stores
 8031 Osteopathic Physicians
 7299 Other Services (Not Elsewhere Classified)
 5921 Package Stores, Beer, Wine, Liquor
 5094 Precious Stones and Metals, Watches and Jewelry
 5973 Religious Goods Stores
 8241 Schools, Correspondence
 8211 Schools, Elementary and Secondary
 8249 Schools, Trade and Vocational
 6211 Securities Broker/Dealers
 5598 Snowmobile Dealers
 5972 Stamp and Coin Stores Philatelic and Numismatic
 9311 Tax Payments
 7276 Tax Preparation Service
 7922 Theatrical Producers Ticket Agencies
 7012 Timeshares
 7841 Video Tape Rental Stores
 5698 Wigs and Toupee Shops
 4829 Wire Transfer, Money Orders (WTMO=s)

**GALLUP-McKINLEY COUNTY SCHOOLS
P-CARD RECONCILIATION FORM**

One Purchase Order (PO) per form

Scan signed form and signed itemized receipt(s) and email to pcard@gmcs.org

NOTE: Meals are limited to \$15 per person Lodging is limited to \$157/room/night

It is unlawful for Gallup-McKinley County Schools to pay gratuity.

Card Holder Name

School/Dept

Title

Sport/Activity/Purpose

Purchase Order Number: _____ **(Copy of PO must be attached)**

Line #	Transaction Date	Vendor	Amount
1			
2			
3			
4			
5			
6			
7			
8			
TOTAL			

Signatures:

CARD HOLDER _____

DATE: _____

P-CARD SECRETARY _____

DATE: _____

Attachment Checklist

- Copy of PO**
- Itemized Receipts**
- Sign Out Sheet**
- Folio (Hotel Stays)**
- Agenda/Schedule**

Student/Athletic Travel

_____ **No. of Students at Departure**

_____ **No. of Coaches/Chaperones/Bus Drivers**

_____ **No. of Students checked out/final day**

PCARD AFFIDAVIT FOR LOST RECEIPTS

This form is to be used as documentation for missing PCard receipts ONLY if the merchant cannot produce duplicate documentation. It is allowed only as a rare circumstance. The form is to be completed by the Cardholder and must be signed by the Cardholder and the Cardholder's supervisor. Repeated use of this form as a substitute for a receipt may result in suspension or cancellation of the Pcard and personal financial responsibility for the charges.

Expenses were for PO# _____

Reason the receipt is missing:

Description of the Purchase	Cost of Item	Tax Paid (if known)

TOTAL \$ _____

I, _____ certify that actual receipts for expenses were incurred while in the conduct of business for Gallup-McKinley County Schools, were lost and that every attempt was made to obtain an itemized receipt from the merchant.

Cardholder Signature

Date

Supervisor's Signature

Date

Procurement Use:

Cardholder Last 4 Digits _____ Transaction ID: _____ Affidavit No. ____ of 3 for
 Fiscal Year _____