

Marin Community College District

**PROCUREMENT CARD
(P-CARD)
PROCEDURES HANDBOOK**

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INTRODUCTION

The District Procurement Card Program allows the use of the Procurement Card (Visa) for making small-dollar purchases of materials and services.

Using the Procurement Card, also known as the P-card, will save time and money for the District, largely through consolidating and streamlining paperwork. The Cardholder, in particular, will find the Procurement Card convenient for small dollar purchase of materials and services:

- Making walk-in purchases
- Placing telephone orders
- Placing orders for publications, subscriptions, dues/memberships, etc.
- Confirming hotel travel accommodations

Procedures have been established to provide an easy-to-use process for District Cardholders.

GENERAL INFORMATION

In order to expedite the purchase and accounting of low-cost and infrequently needed items, the District may issue a Procurement Card to an employee whenever there is sufficient benefit to the District.

The issuance of a Procurement Card shall be completed by the Program Administrator, currently the **Assistant Superintendent/Vice President of Administrative Services**. The following processes are defined within this Procurement Card Procedures Handbook. The Cardholder shall adhere to limits and restrictions that have been specifically assigned to each Procurement Card.

Purchases shall be:

1. Limited to materials and services – **NO EQUIPMENT ALLOWED WITHOUT PRIOR WRITTEN APPROVAL FROM THE DISTRICT PROGRAM ADMINISTRATOR!**
Each Procurement Card will be assigned a per transaction and a per monthly billing cycle dollar limit based upon employment and need.
2. For materials and services that are low in cost and required infrequently. (Materials and services required on a frequent or regular basis shall be processed through the established Purchasing System via the Purchase Order Option.)
3. In compliance with the Marin Community College District Board Policy 6330 and Departmental Guideline Procedures.
4. Shipped to one of the two designated District addresses (if shipping is required):

Kentfield Campus

Receiving Department - 120 Kent Avenue, Kentfield, Ca 94904

Indian Valley Campus

1800 Ignacio Blvd., Novato, Ca 94949

Any purchases shipped to an alternate address will not be paid by the District and the Cardholder will be responsible for the charges.

*****NO PERSONAL PURCHASES AUTHORIZED*****

**CARDHOLDER'S
RESPONSIBILITIES**

1. The requestor shall read, complete and sign the Procurement Card Application and then forward the document to their immediate manager for consideration and signature. The President, a Vice President, a Dean or a Director, or authorized administrator, may approve the application as the requestor's manager.
2. The Program Administrator will review the documents and decide on approval. Once approved, the Program Administrator will process the application and upon receipt of the Procurement Card shall contact the Cardholder. The Cardholder will be provided the Procurement Card Program Agreement to review and sign.

THE CARDHOLDER SHALL SIGN AND RETURN THE PROCUREMENT CARD PROGRAM AGREEMENT WITHIN TEN (10) DAYS OF RECEIPT OF THE PROCUREMENT CARD.

3. The Cardholder may then activate the Procurement Card and begin to make purchases.
4. The Cardholder shall obtain original itemized receipts for all purchases. All receipts must be itemized and include the following information:
 - a. Date of purchase
 - b. Vendor name
 - c. Description of items purchased
 - d. Quantity of items purchased
 - e. Price per item purchased
 - f. Amount of sales tax
 - g. Shipping/handling charges, if applicable
5. The Cardholder is responsible for submitting the Affidavit of Missing Receipt form with the Procurement Monthly Purchase Report for each transaction that is missing a receipt.
6. The Cardholder shall fill out the Procurement Card Monthly Purchase Report as purchases are made. This report and the original itemized receipts are to be attached to the Procurement Card Statement. If there are any receipts from a conference, a copy of the approved Request for Travel or Conference Request form must be attached. **This reconciled packet is reviewed and approved by the Cardholder's Manager and then forwarded to Accounts Payable within five (5) working days after receipt of the Statement.**

7. The Cardholder shall be responsible for any discrepancies with the Procurement Card Statement. Responsibility includes resolving disputes with the vendor, explanation of the specific charge, etc. Disputes with the vendor that cannot be resolved between the Cardholder and the vendor shall be forwarded to the Program Administrator.
8. The Cardholder shall note discrepancies on the Procurement Card Monthly Purchase Report.
9. The Cardholder is responsible for advising the Accounts Payable Department of any “credits” due against the Procurement Card Statement as a result of any discrepancies.
10. The Cardholder must sign up for either text or email alerts by following the instructions below:

a. SMS Fraud Alert Enrollment

To register, cardholders must enter their mobile number and then verify the following:

- complete card number
- security code (on the back of the card)
- expiration date
- card account zip code

Users must also agree to the terms of use and reply “Yes” to an initial confirmation message during the set-up process.

<https://www.smsservicesnow.com/FD/registernew/cardmobile.aspx>

b. Visa Purchase Alerts

There are three Purchase Alert notifications available:

- Foreign Transactions
- Online or phone purchases (card not present)
- Purchases exceeding a set amount

<https://usa.visa.com/pay-with-visa/featured-technologies/purchase-alerts.html>

11. If there are any disputes, the Cardholder shall complete the “EFT Error Notification & Visa Check Card Credit Dispute Form,” email it to Bankcard.Disputes@zionsbancorp.com, attach a copy to the monthly reconciled packet, and forward a copy directly to the Program Administrator.
12. Failure to meet deadlines for submitting Cardholder’s Procurement Card Monthly Purchase Report and the Procurement Card Statement will result in the following:
 - 1st instance: A warning notice will be sent to cardholder.
 - 2nd instance: Cardholder’s account will be suspended for duration of 1 month.
 - 3rd instance: Cardholder’s account will be suspended for duration of fiscal year or 6 months, whichever is longer.
 - 4th instance: Cardholder’s account will be cancelled indefinitely.

MANAGER RESPONSIBILITIES

1. Manager consideration and signature of the Procurement Card Application is required before the request will be forwarded through the approval process.
2. The Cardholder's Manager is responsible for receiving and reviewing the Cardholder's reconciled packet to ensure the purchases are appropriate, are not prohibited and that proper documentation is included.
3. The Cardholder's Manager shall forward the signed Cardholder's reconciled packet to the Accounts Payable Department **within five (5) working days after the Cardholder receives the statement.** Managers shall be diligent in ensuring Cardholders complete their reconciled packet timely.
4. Once a Cardholder's Manager has approved the credit card statement for the month, that Manager accepts responsibility that all items charged are within the guidelines of the Program. Manager can be held responsible for approving charges that are not in compliance with the Procurement Card Program or other violations of District Policy and Procedures.

ACCOUNTS PAYABLE RESPONSIBILITIES

1. Accounts Payable shall promptly distribute individual Cardholder statement to the Cardholder.
2. Accounts Payable is responsible for processing the payment for the master District statement immediately upon receiving all reconciled Cardholder packets.
3. Accounts Payable shall reconcile Procurement Card Statements involving disputes to apply appropriate credits against appropriate accounts.
4. Accounts Payable is responsible for reviewing Cardholder's reconciled packets and for maintaining appropriate Procurement Card documentation for annual audit financial reports.

PROGRAM ADMINISTRATOR RESPONSIBILITIES

1. The Program Administrator shall be the liaison between the Procurement Card Company (California Bank & Trust) and the Marin Community College District. The District's Assistant Superintendent/Vice President of Administrative Services is designated the District Program Administrator.
2. The Program Administrator shall be responsible for reviewing and approving the Procurement Card Application Form.
3. The Program Administrator shall be responsible for ensuring Procurement Cards are used appropriately for the purchase of materials and services in compliance with the Marin Community College District Board Policy 6330 and Departmental Guidelines.
4. The Program Administrator shall be responsible for follow-up on unresolved disputes between the Cardholder and the Procurement Card Company.
5. The Program Administrator shall be responsible for revoking the Procurement Card for inappropriate use and/or abuse of the Procurement Card.

PROHIBITED USES

The Procurement Card shall **NOT** be used to purchase any of the following items:

- Alcoholic beverages or any substance, material, or service which violates policy, law, or regulation pertaining to the District, not used for classroom instruction
- Amazon Prime memberships
- Ammunitions, weapons, or explosives
- Annual Contracts
- Cash or cash advances
- Consultants and/or speakers
- Court costs, fines, bail, bond payments
- Equipment – over \$200
- Facilities remodel: carpeting, draperies, etc.
- Flowers, holiday decorations, or personal objects (such as candy, greeting cards, invitations, pictures, radios, art objects, etc.)
- Food and beverages not associated with business travel or business-related meetings
- Fuel in personal vehicles
- Gambling or betting
- Gift Cards
- Gifts, donations, or contributions to individuals or organizations
- Items for personal use even if Cardholder intends to reimburse the District
- Items for non-District purposes
- Items that would be given away for promotional purposes
- Medical drugs (narcotics) or other pharmaceutical products, not used for classroom instruction
- Office supplies, such as Office Depot and Staples, where the District has preferred pricing through the Purchase Order
- Political or religious organizations
- Purchase of telephone services
- Rental or lease of buildings
- Securities/insurance
- Service agreements
- Software
- Swag
- Tax payments
- Technology equipment, such as iPods, iPads, and other computer electronic equipment
- Telephone equipment/supplies
- Tickets for recreation or entertainment purposes
- Transit passes
- Any other types of purchase that are prohibited in accordance with District policies

The use of the Procurement Card shall **NOT** be used to circumvent:

- The splitting of purchases to eliminate the bidding process
- The scheduling and budgeting of minor capital outlay projects
- The scheduling and budgeting of special repairs

DISCIPLINARY ACTION

A Cardholder who makes an unauthorized purchase with the Procurement Card or uses the Procurement Card in an inappropriate manner will be subject to revocation of the Procurement Card and disciplinary action which may include restitution to the District for unauthorized purchases, card cancellation, termination of employment from the District, and criminal prosecution. Each Cardholder is responsible for the Procurement Card issued to them and compliance to Board Policies 7360 and 7365 and Administrative Procedures 7365.

REPORTING LOST OR STOLEN PROCUREMENT CARDS

If a Procurement Card has been lost, stolen, or is in the possession of an unauthorized person, the Cardholder shall notify the Procurement Card Company and the Program Administrator **IMMEDIATELY!**

REPLACING PROCUREMENT CARDS

If a Procurement Card needs to be replaced because it is worn out, defective, lost, or stolen, please notify the Program Administrator.

FORMS

REQUEST FOR A PROCUREMENT CARD FOR THE FOLLOWING EMPLOYEE:	
Cardholder's Name/Title <small>(Print/type name)</small>	Date Completed
Banner ID (M00#)	
Department/Building # <small>(Print/type department)</small>	
Work Telephone Number	Extension
Alternate/Cell Phone Number <small>(for Text Alerts)</small>	
Cardholder's Manager <small>(Print/type name)</small>	
Cardholder's Manager <small>(Approval signature)</small>	Date Signed
Purpose	
TO BE COMPLETED BY DISTRICT PROGRAM ADMINISTRATOR ONLY	
Single Purchase Limit	
Monthly Purchase Limit	
Merchant Code	
PROGRAM ADMINISTRATOR (APPROVAL SIGNATURE)	DATE
PROCUREMENT CARD NUMBER	
PROCUREMENT CARD RECEIVED	DATE

PROCUREMENT CARD PROGRAM AGREEMENT

In order to expedite the purchase and accounting of low cost and infrequently needed items, the District may issue Procurement Cards to employees whenever there is sufficient benefit to the District. A Procurement Card Application shall be reviewed and approved for forwarding by the requestor's direct manager. A Procurement Card Application shall be approved by the President, a Vice President, a Dean, a Director or whoever is deemed to be the most appropriate requestor's manager.

1. Every Cardholder shall be a full-time permanent employee of the Marin Community College District and shall agree to all the terms and conditions of this Agreement.
2. The Cardholder is personally responsible for guaranteeing that all charges are for appropriate District expenses, that purchases are within budget limits, and that the purchase does not violate any law, regulation, or District policy. The Cardholder shall be personally liable to the District for any inappropriate purchases.
3. The Cardholder shall be personally responsible for the settlement of any and all disputes on any purchases with a vendor. The EFT Error Notification & Visa Check Card Credit Dispute Form shall be completed, emailed to Bankcard.Disputes@zionsbancorp.com, a copy must be attached to the monthly reconciled packet, and a copy forwarded directly to the Program Administrator.
4. The Cardholder shall adhere to limits and restrictions that have been specifically assigned to the Procurement Card based upon employment and need. (Limit may be temporarily changed with the approval of the Program Administrator.)
5. The Cardholder shall take reasonable precautions with the Procurement Card. These include, but are not limited to the following:
 - Keep the Procurement Card in view after providing to the clerk. Retrieve the Procurement Card promptly after the clerk has imprinted the card.
 - Avoid signing a blank receipt. Draw a line through blank spaces above the total when signed.
 - Destroy all carbons and voided (when a mistake was made) receipts. If the clerk has to keep a voided receipt for the store's accounting system, obtain a copy.
 - Immediately report in writing any questionable charges to the Procurement Card Company and to the Program Administrator.
 - **NEVER** lend or give the Procurement Card to anyone for any purpose.
 - **NEVER** leave the Procurement Card, receipts, or carbons where anyone can obtain them.
 - **NEVER** write a Procurement Card number on a postcard, on the outside of an envelope, on in an unsecured e-mail.
 - **NEVER** give the Procurement Card number over the phone unless dealing with a company that is guaranteed legitimate.
 - Whenever possible, use only those vendors identified by the Purchasing Department.

6. The Procurement Card may be revoked for the following reasons:

- The Procurement Card is used for personal or unauthorized purposes.
- The Procurement Card is used to purchase alcoholic beverages or any substance, material, or service which violates policy, law, or regulation pertaining to the District.
- The Cardholder allows the Procurement Card to be used by or for another individual or department.
- The Cardholder splits a purchase to circumvent a purchase limit assigned to the Procurement Card.
- The Cardholder uses another Cardholder's Procurement Card to circumvent a purchase limit assigned to either Cardholder.
- The Cardholder accepts a personal gratuity from a vendor.
- The Cardholder uses the Procurement Card to purchase gratuities and gifts.
- The Cardholder duplicates purchase on any other form of reimbursement.
- Reconciled Packet is not completed properly.
- Equipment purchases are made for over \$200.
- Purchases made are not within budget limits.
- The Cardholder fails to provide the District Program Administrator with information about any specific purchase including the failure to provide receipts and documentation confirming that charges are authorized or the failure to provide expense transfer documentation that may be necessary to record a purchase properly.
- The Cardholder fails to provide documentation confirming that the charges are approved within the five (5) days after receipt of statement.
- The Cardholder does not adhere to any provision of the Procurement Card Policy and Procedures.
- The Procurement Card is the property of the bank, and it may at any time revoke card privileges under the provisions of its policies and procedures.

7. Unauthorized use of the Procurement Card is also subject to disciplinary action by the District.

8. Upon receipt of Procurement Card Statement, the Cardholder shall submit the Procurement Card Monthly Purchase Report and attach to the statement original itemized receipts and forward to their Manager. The Manager shall review and approve the reconciled package and forward it to Accounts Payable within five (5) working days after the Cardholder's receipt of the statement. All charges on the Bank Statement will be passed on to the designated cardholder's account, including any transaction or annual fees.

I, _____, have read the District's Procurement Card Procedures Handbook and agree to abide by its provisions.

Cardholder's Signature

Date

PROCUREMENT CARD MONTHLY PURCHASE REPORT

Cardholder Name (Print/type name)		Ext		Stmt. Date	
Manager Name (Print/type name)		Ext		Dept.	
Date of Transaction	Vendor's Name	Description of Purchase		FOAP (Fund-Org.-Account-Program)	
					Total Amount
TOTAL AMOUNT OF LINE ITEMS					

I certify that all purchases listed on this statement, unless noted, are true and correct and were made for official MCCD purposes in compliance with District Policies and Procedures. All materials and/or services have been received and payment is authorized. The Program Administrator has been notified of unresolved disputes.

Cardholder's Signature **Date**

Manager's Signature **Date**

Affidavit of Missing Receipt

I certify that I am unable to locate the original receipts for the following purchase:

Purchase Date: _____

Amount: _____

This purchase was made using:

District Procurement (P-Card) # (last 4 digits): _____

District Voyager Gas Card # (last 4 digits): _____

Personal Credit/Debit Card (card type & last 4 digits): _____

Other: _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____



**EFT ERROR NOTIFICATION & VISA CHECKCARD
CREDIT DISPUTE FORM**

Last Name		First Name		Middle Initial
Mailing Address	Street			
	City	State	Zip Code	
Daytime Telephone		Fax		
Evening Telephone		Cell		
Email Address				
Card Number		Account Number		
Is the card in your possession? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, was it lost or stolen? <input type="checkbox"/> Lost <input type="checkbox"/> Stolen If lost or stolen, complete the items below: Date lost or stolen _____ Date the loss or theft was reported to Bank _____ Police Case # _____ Police Department Name _____ Name of Officer I reported to _____ Who has access to your card and PIN? _____ Have you ever authorized anyone else to use your card? <input type="checkbox"/> Yes <input type="checkbox"/> No Who? _____				
Indicate the error explanation or reason for your dispute by initialing next to the statement that applies:				
1.	<input type="text" value="Initials"/>	I did not receive the cash requested.	_____	_____
			Date	Location
2.	<input type="text" value="Initials"/>	ATM deposit error.	_____	_____
			Date	Location/ATM#
		Check one: <input type="checkbox"/> Cash <input type="checkbox"/> Checks	List individual check amounts _____	
		(list checks cont'd.)	_____	
3.	<input type="text" value="Initials"/>	I was charged twice for the same transaction.	_____	_____
		\$ _____	Date	Merchant's Name
		Amount		
4.	<input type="text" value="Initials"/>	I cancelled a recurring charge or guaranteed reservation and was still charged.	_____	_____
		\$ _____	Date	Merchant's Name
		Amount		
		Cancellation Date _____	Method of Cancellation	
		I spoke with _____	<input type="checkbox"/> Phone <input type="checkbox"/> E-mail <input type="checkbox"/> Letter <input type="checkbox"/> In-person	
			Cancellation Number _____	
5.	<input type="text" value="Initials"/>	I returned merchandise but did not receive a refund (credit).	_____	_____
		\$ _____	Date	Merchant's Name
		Amount		
		Return Date _____	Method of Return	
		Shipping company name _____	<input type="checkbox"/> Shipped <input type="checkbox"/> In-person	
			Tracking Number _____	

6. I ordered goods or services and have not received them as of _____
****Visa requires that you attempt to resolve the matter directly with the merchant prior to initiating a dispute****
 \$ _____
 Amount Date Merchant's Name
 The promised delivery date was _____

7. I received defective merchandise.
****Visa requires that you attempt to resolve the matter directly with the merchant prior to initiating a dispute****
 \$ _____
 Amount Date Merchant's Name
 Method of Return
 Return Date _____ Shipped In-person
 Shipping company name _____ Tracking Number _____
 Describe how it was defective and your attempt(s) to resolve the matter directly with the Merchant. Include the date merchant was contacted, with whom you spoke, and his/her response:

8. The product or service I received was not the same as the merchant's description.
****Visa requires that you attempt to resolve the matter directly with the merchant prior to initiating a dispute****
 \$ _____
 Amount Date Merchant's Name
 Method of Return
 Return Date _____ Shipped In-person
 Shipping company name _____ Tracking Number _____
 Describe the difference between what was ordered and what was received or why the purchase is not suitable for the purpose intended. Also state your attempt(s) to resolve the matter directly with the merchant. Include the date merchant was contacted, with whom you spoke, and his/her response:

9. I hereby declare I have carefully examined my account statement and the following described transaction(s) was not made or authorized by me. Furthermore, I did not authorize anyone to make the transaction(s), nor did I receive any of the proceeds, nor any benefit, either directly or indirectly from the transactions. **I understand my debit/credit card will be closed.**
Note to Banker: Close card along with a lost/stolen report. List each unauthorized transaction separately in the below table, if more space is required, also complete and sign Page 3.

Transaction Date	Amount	Merchant's Name or Transaction Location

10. None of the preceding statements are applicable, my detailed description of the problem or error is as follows:

I declare under penalty of perjury that the forgoing is true and correct. I agree to cooperate fully in the banks investigation and prosecute to the fullest extent of the law any pers on(s) found responsible for using my card without my authorization.

 Cardholder Signature Date Completed

Notice to customer: If we determine no error occurred or that an error occurred in a different manner or amount from what you reported, you have the right to request copies of all documents used in resolving the matter.

