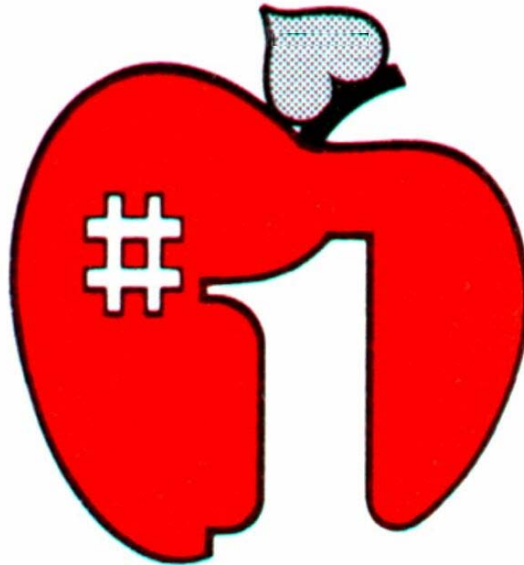


*Hutchinson Public Schools*  
*USD 308*



**VISA**

**PURCHASING CARD PROGRAM**

**ADMINISTRATOR / EDITOR / EMPLOYEE MANUAL**

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## USD 308 PURCHASING CARD PROGRAM

### General

This manual specifically governs the Hutchinson Public Schools, USD 308 Purchasing Card Program through Hutchinson Credit Union. All Board of Education, Internal Revenue and State of Kansas policies and rules apply to these purchases.

As part of our continuing effort to improve service, Hutchinson Public Schools has implemented the VISA Purchasing Card Program. Small purchases represent 80% of the total purchasing transactions, but only 20% of the total dollars.

The Purchasing Card Program enables the District to streamline the purchasing/payment process for small purchases and realize savings in the reduction of requisitions, purchase orders, invoices and checks. The Purchasing Card Program will allow you, the Cardholders, to expedite small purchases.

A number of unique controls have been developed for the Purchasing Card Program that does not exist in a traditional credit card environment. These controls ensure that the card will be used for only official operational purchases with limitations of types of items that may be purchased. The card will allow for specific dollar limits and prohibit cash advances in all cases. Documentation of all purchases is required of each Cardholder. The administrator and the Director of Fiscal Management will perform verification and approval of purchases before payment is made.

**Failure to follow all procedures outlined in this manual will result in revocation of your card.**

### Definitions

**Neglect** is the act of not following procedures without the intent to deceive or mislead, but in a manner that omits, ignores, overlooks or forgets procedure. Neglect shall be handled through normal Personnel Policies and may require revocation of the Purchasing Card. Continued tardiness in submissions of paperwork will be reflected on evaluations and may result in revocation of the Purchasing Card.

**Abuse** is the act of knowingly violating procedures with the intent to deceive or mislead, the act of falsifying documents for personal gain, or performing purchases that are for personal use. Abuse shall be handled in a court of law by prosecution and may result in termination.

## GUIDELINES FOR USAGE

### Receiving Your Card

The Purchasing secretary will distribute the Visa Purchasing Card at a short training session with the cardholder.

Purchasing Cards are issued to the individual, but they are the property of Hutchinson Public Schools USD 308. The Cardholder must sign the back of the Card and **always keep it in a secure place!** USD 308 is responsible for the purchases made with the Purchasing Card; however, misuse or abuse will result in disciplinary action.

The unique purchasing card has the Cardholder's name on it and shall **ONLY** be used by the Cardholder. **NO OTHER PERSON IS AUTHORIZED TO USE THE CARD.** The Cardholder may make transactions on behalf of others in their department. However, the Cardholder is responsible for business validity of use of their card.

Although the Purchasing Card is issued in the employee's name, its use does not affect their credit in any way.

## Card Security

Because the Purchasing Card is issued in an employee's name, they are responsible for the security of the card and any transactions made against the Purchasing Card. It is the Cardholder's responsibility to safeguard the Purchasing Card, account number, and password to the same degree that a Cardholder safeguards their personal credit information. Below are some basic rules about using the Purchasing Card:

- The Purchasing Card is issued in the employee's name and is to be used for business expenditures only; it may not be used by anyone other than the Cardholder and only for USD 308 business – no personal business. A violation of this trust will result in the Cardholder having their card withdrawn and disciplinary action.
- The Purchasing Card can be used to make purchases only within the parameters established by the Administrator and Program Administrator, such as dollar limits.
- Despite the District's responsibility to remit payment to the bank, Cardholders will be responsible for verifying and reconciling all account activity. If there is a dispute on a transaction, Cardholders should first try to resolve it with the supplier. If this is unsuccessful, contact the Business office to file a claim with Hutchinson Credit Union and Visa.
- Cardholders agree to surrender and cease use of the Purchasing Card upon termination of employment or any other reason deemed necessary.

## Lost or Stolen Purchasing Card

If the card is lost or stolen the Cardholder shall immediately notify the business office at 620-615-4039 during normal business hours or VISA at 1-800-991-4961 after hours. Advise the representative that the call is regarding a VISA Purchasing Card for USD 308. Notify the Business Office as soon as possible if you have to contact VISA after hours.

The Business Office will complete the Purchasing Card Closure form and forward it to Hutchinson Credit Union. A new card will be promptly issued to the Cardholder after the Business Office receives notification. A card that is subsequently found by the Cardholder after being reported lost shall be cut in half and given to the Administrator.

The Cardholder shall also notify their Administrator of the lost or stolen card. Excessive lost or stolen cards may result in loss of purchasing card privileges.

## Authorized Purchasing Card Use

Under the Purchasing Card Program, Cardholders make business purchases for business items only. The Purchasing Card is a supplement to purchase orders (PO's). As with the other purchasing methods, the following conditions must be met when using the Purchasing Card.

- Goods (commodities) that are under contracts and agreements must be purchased from the contracted vendors.
- To purchase ethically, fairly, and without conflict of interest.
- Obtain the lowest possible cost for the item needed for your minimum requirements.
- Each purchase may be comprised of multiple items, but the total cannot exceed the single purchase limit specified for you.
- Purchases **must not** be split to circumvent the normal purchasing process.
- When purchases exceed the Purchasing Card limit established by the Business Office, normal purchasing procedures (requisitions) should be followed.
- Cardholders must follow the District's budgetary control of funds to ensure that sufficient funds are available prior to making purchases.
- The use of the Purchasing Card does not relieve the Cardholder from complying with Federal and State statutes or District regulations, policies, and procedures.
- Use of the Purchasing Card is not intended to replace effective procurement planning which enables volume discounts.
- If there are questions regarding a purchase made with your Purchasing Card, you must be able to explain the nature of the purchase. If you cannot substantiate that the purchase was necessary and for official use, the District will address this situation in accordance with directives established by the Program Administrator and your Administrator. Resolution of situations involving improper use of the Purchasing Card and resulting disciplinary action will be handled by the Superintendent or his/her designee.

- Questions regarding your account or specific Purchasing Card procedures or general procurement regulations should be directed to the Purchasing Secretary.
- There should be no sales tax on purchases made with your Purchasing Card (excluding meals, fast-food, dine-in establishment or catered meal). Hotels in states other than Kansas, Florida, Missouri and Texas will charge sales tax. There may be bed tax, occupancy tax, etc. charged in these four states.
- Taxes are paid on air fares and rental vehicles.
- No individual membership to an association is allowed under Board policy.

## **Making a Purchase**

**All purchases made on the Purchasing Card shall be for goods authorized or allowed by District policies or State Statutes.**

Purchasing cards can be used anywhere VISA is accepted. The district has blocked certain vendor merchant codes. When making a purchase with the purchasing card, the Cardholder will check as many sources for the goods as reasonable. Be certain to have district discounts applied where applicable; i.e. Roberts Hutch-line and School Specialty.

Once a vendor has been determined and that vendor confirms that an item is available, meets the specification and delivery requirements, etc. you will advise the vendor that the District is tax exempt and is not responsible for paying Kansas sales tax. Should a vendor request a copy of the District's Sales Tax Exemption Form, please direct them to the Business Office at 620-615-4039.

It is extremely important that the purchase is sent to the attention of the Cardholder at their school address. Ask the vendor to mail or fax you a receipt. The items should be received before you approve the payment.

## **Internet Purchases**

Always try to purchase goods from local suppliers. If goods are not available, the quality is not acceptable, or the savings is noteworthy, it is permissible to obtain goods on the Internet. Watch for hidden charges including freight, shipping and handling, service charges, access charges, club fees, etc. Print out the pages necessary to be used as a receipt. To ensure that you are ordering from a secure server, be sure that you see the Secure Server Emblem.

## **Card Restrictions**

Purchasing parameters are assigned to individual Cardholders by their immediate supervisor and/or Director of Fiscal and Business Services as Program Administrator. These parameters may include:

- Dollar limits per transaction/day
- Dollar limits per month
- Supplier limits (inclusion/exclusion of supplier category types)
- Cash advances (**prohibited**)

This means that each Cardholder, each department or each building can have customized purchasing parameters. If a Cardholder tries to make a purchase that violates any of the parameters, the purchase will automatically decline at the point of sale. If you find that a limit is too low to accommodate your needs or other exclusions are too restrictive, please contact your Administrator to re-evaluate your purchasing needs, The Administrator will then contact the Purchasing Secretary to make the changes with Hutchinson Credit Union.

## **ERRORS AND DISPUTES**

Merchandise ordered should always be checked for:

- Quantity and quality. If in error, contact the vendor. Keep the original packing slip.
- Orders not received. Contact vendor asking for details and who signed the delivery ticket if they state the order was shipped.
- If the vendor cannot supply documentation (proof of delivery) the vendor should make arrangements to deliver the product or issue a credit for the transaction.

**Purchasing card refunds should be requested as a credit back to the purchasing card.**

The vendor must be contacted before a dispute claim can be filed. Good documentation of dates, times and individual spoken with will be need to file a claim. If satisfactory resolution cannot be reached, contact the Purchasing Secretary to file a dispute claim.

### **Returns**

If an item is not satisfactory, received in error, damaged and/or defective, duplicate order, etc. the following steps should be followed.

- Contact the Vendor to request an authorization for materials to be returned and any vendor instructions required to issue a credit on the Purchasing Card. Make sure your return meets the Vendor's criteria for returns without incurring a restocking fee. Item(s) should be re-packed in original carton. Keep a copy of the packing slip and shipping documentation.  
For local orders, take original receipt (make a copy for yourself) with product in original carton back to the vendor. If you have already submitted your receipt to the Business Office, call for the original receipt to be returned to you. Keep the original receipt with the credit slip to attach to the HCU statement when credit is posted. Make a notation on the Log stating details of the return.
- Verify that credit has been applied by the vendor on the monthly billing statement. Keep the original receipt with the credit slip to attach to the HCU statement when credit is posted. Make a notation on the Log stating details of the return.
- If the vendor has not replaced or corrected the unsatisfactory item by the cutoff date, the purchase of that item will be considered in dispute. Contact the Business Office for assistance.

### **Lost or Misrouted Items**

If sufficient time has elapsed and the Cardholder has not received an item, the following steps should be taken:

- Contact the vendor and inquire when the item was delivered and to what location.
- The vendor must be contacted before a dispute claim can be filed. Good documentation of dates, times and individual spoken with will be need to file a claim.
- If satisfactory resolution cannot be reached, contact the Purchasing Secretary to file a dispute claim.

### **Disputed Charges**

If discrepancies are noted on the monthly Statement (for quantity, price, duplicate billing, no credits from prior transaction, billing for item not received, etc.), the following steps should be taken:

- Contact the vendor and try to reconcile the difference. Keep a record of all of your telephone calls to the vendor. (Make notes on your Purchase Card Transaction Log of status, if applicable.)
- If the vendor does not agree that an error has been made contact the Purchasing Secretary to file a dispute claim. The amount disputed will continue to be reflected on the Cardholder statement until the question is resolved. No payment is due on a disputed amount until resolved.

The Cardholder is responsible for the transactions identified on the monthly statement. When an audit of the Cardholder's account is conducted, the Cardholder must be able to produce receipts and/or proof that the transaction occurred. If an error is discovered, the Cardholder is responsible to show that the error or dispute resolution process has begun.

## Important Purchasing Card User Information

- Be aware of your credit limit and it may take up to 60 days for payments to post from date of purchase.
- Transactions on the last days of a month may not appear on the next statement. Hold receipts until the HCU statement arrives that has the charge. If a transaction doesn't appear within 60 days contact the vendor and if necessary ask the Purchasing Secretary for assistance in resolving.
- Never let another person use your card.
- If after working hours, report missing, stolen cards immediately to VISA.
- Report missing, stolen cards and fraudulent charges to your Administrator and Purchasing Secretary as soon as possible.
- Excessive lost or stolen cards may result in loss of purchasing card privileges.
- Be mindful of your card any time it is out of your possession such as restaurants, hotels or other places where a service attendant may take your card behind a desk or counter.

## PAYMENT PROCESS

### Outline of Monthly Activity

Business Office sets deadlines  
(1<sup>st</sup> working day of the month)

Email sent to all cardholders, editors and administrators

Business Office emails  
(1<sup>st</sup> working day of month)

HCU control summary for School/ Department is sent to editor and administrator

	<u>Cardholder Controls Card</u>	<u>School/Department Administrator Controls Card</u>
Monthly Statement (approximately 5 <sup>th</sup> of month)	1. Individual statement is received by Cardholder.	1. Individual statements are received by Editor.
Required action	1. Cardholder reconciles card statement to log. 2. Cardholder provides reconciled statement and log with documentation to the Editor 3. Editor verifies supporting documentation. 4. Editor enters requisition 5. Administrator approves the requisition 6. Statement, log, receipts and other documents sent to Business Office.	1. Editor reconciles all individual statements to log 2. N/A 3. N/A 4. Editor enters requisition. 5. Administration approves the requisition 6. Statement, log, receipts and other documents sent to Business Office.

## **Internal Audit**

All Visa Statements, receipts, and Purchase Card Logs will be audited to ensure that Purchasing Card procedures are complied with. Failure to follow the proper procedures could result in revocation of Purchasing Card privileges or other appropriate disciplinary actions.

Internal audit reports will be kept by the Business Office on a monthly basis. There will be three reports; the first two will be by cardholder. The third report is for the editor and administrator.

- Areas for Improvement – First occurrence
- Focused Occurrences – Additional occurrences may result in suspension of card or termination
- Timely submission report for editor and administrator

The reports will be forwarded to the editor and administrator for each department. Items on the report need to be reviewed to prevent further occurrences.

## **Entering the Requisition**

The requisition should be entered as soon as the information is received from the cardholder and reviewed for accuracy. The description box on the requisition must list each type of purchases, i.e.: hard drive, software, travel expenses, registration for conference, listing the type for the largest amount first.

On the first detail line screen, enter the cardholder's last name and the last 5 digits of their card number in the catalog box. Then enter a more detailed description of the purchases. If there are several categories use a separate detail screen for each.

Enter the budget codes and the dollars as appropriate. Verify that the budget codes do not have travel charged to supply expenses or supply expenses to travel.

If Activity Fund expenses are charged, the total amount of activity expenses for each Cardholder should be charged to the appropriate activity fund. A check for the sum of all charges to the Activity Fund made payable to "Hutchinson Credit Union" must be included in the materials sent to the Business Office.

A copy of the requisition must be attached or the requisition number written on the face of the Individual Purchasing Card Log. All documentation is sent to the Business Office for processing as soon as possible after entering the requisition. Designee need not retain copies but it is advisable to copy the receipts in case of misfortune befalling the mail.



**Cardholder's Responsibility for Purchasing Card Processing**  
**Purchase receipts must show Who, What, Where, When, Why-specify the business purpose**

**Daily/Monthly Responsibilities**

1. Complete purchasing log, sign and date and have supervisor sign.
2. Compare purchasing log to HCU statement.
3. If there are charges the cardholder does not recognize, contact the Business Office immediately.
4. Attach detailed receipts for each item on the log sheet. Missing receipts will be cardholder's responsibility, contact the vendor for duplicate copy or attach payment.
5. Make sure receipts are complete. Meal tickets must to show the tip.
6. Make sure all merchandise has been received. Note in column on purchasing log sheet.
7. Check for taxes charged. Exceptions are:
  - Meals or catered meals
  - Car rental/airplane tickets
  - Kansas hotel guest tax, tourist tax, etc. are OK
  - No state sales tax in Missouri, Florida and Texas for hotel, guest tax, bed tax is OK
8. Sales tax charged in error. A refund should be credited back to the purchasing card. If vendor won't refund the sales tax the cardholder is responsible.
9. Meal expenses for a meeting must have an agenda or listing of attendees attached.
10. If meal expenses are for parent/community activity a flyer or agenda must be attached.
11. If travel/training on purchasing card – Form 172 is required with flyer from conference.
  - Form 172 stating the purpose, destination and date must be signed by cardholder and supervisor.
  - Check meal totals per day, cannot exceed \$34.
  - Food/beverages purchased not in connection with a meal, such as water/soda mid-day or ice cream later in the evening are for the convenience of the employee and are the expense of the employee.
  - Tip cannot exceed 15%.
  - If some meals were paid on another cardholder's purchasing card, make sure grand total per person does not exceed the \$34 limit.
12. Reimbursements for not allowed expenses will be made by a check payable to "Hutchinson Credit Union" (amounts under \$1 can be cash). Give all documentation to your department editor (secretary).
13. Internal audit reports will be kept by the Business Office on a monthly basis. Continued occurrences of inaccurate or late submission will be forwarded to Human Resources to be addressed during evaluations.

**General Responsibilities**

**Merchandise ordered with Purchasing Card:**

- Verify quantity and quality. If there is an error, contact vendor. Keep the original packing slip.
- Follow up on orders not received. Contact vendor to see if order shipped. If order was shipped ask for details and who signed the delivery ticket. If the vendor cannot supply documentation (proof of delivery) the vendor should make arrangements to deliver the product or issue credit for the transaction.
- Refunds should be requested as a credit back to the purchasing card.
- The vendor must be contacted before a dispute claim can be filed. Documentation of dates, times and name individual(s) spoken with will be needed to file a claim.
- If a satisfactory resolution cannot be reached, contact the Business Office to file a dispute claim.

**Important Purchasing Card User Information**

- Be aware of your credit limit and that it takes up to 60 days for payments to post.
- Transactions on the last days of a month may not appear on the next statement. Hold receipts until the HCU statement arrives that has the charge. If a transaction doesn't appear within 60 days contact vendor and if necessary ask the Business Office for assistance in resolving.
- Never let another person use your card.
- Report missing or stolen cards immediately to Visa if after hours.
- Report missing or stolen cards and fraudulent charges to Business Office and department within one working day.
- Excessive lost or stolen cards may result in loss of purchasing card privileges.
- Be mindful of your card any time it is out of your possession such as restaurants, hotels or other places where a service attendant may take your card behind a desk or counter.

## Editor's Responsibility for Purchasing Cards

Compare purchasing log to statement

Check for:

- Detailed receipt for each item on purchasing log
- Complete receipts
- Credits that need to be applied
- Taxes charged. Exceptions are:
  - Meals or catered meals
  - Car rental/airplane tickets
  - Kansas hotel guest tax, tourist tax, etc. are OK
  - No state sales tax in Missouri, Florida and Texas for hotel, guest tax, bed tax is OK

Meal expenses for a meeting must have an agenda or listing of attendees attached

If meal/food expenses are for a parent/community activity attach flyer or agenda

If travel/training on purchasing card – Form 172 is required with flyer from conference

- Form 172 stating the purpose, destination and date must be signed by cardholder and supervisor
- Check meal totals per day, cannot exceed \$34
- Tip cannot exceed 15%
- If some meals were paid on another cardholder's purchasing card, make sure grand total per person does not exceed the \$34 limit

Check that purchasing log is signed and dated by cardholder and supervisor

Enter requisition in the Skyward system, verifying that the proper account code has been used (see Entering the Requisition in the Purchasing Card Manual)

Send all documentation with requisition or the requisition number written on the log sheet to Business Office

### Internal audit

Internal audit reports will be kept by the Business Office on a monthly basis.

- Areas for Improvement – First occurrence
- Additional occurrences may result in suspension of card.
- Timely submission report for editor and administrator

The reports will be forwarded to the editor and administrator for each department during the first part of the month. Items on the report need to be reviewed and resolved by the editor and building/department supervisor.

Continued occurrences of inaccurate or late submission will be forwarded to Human Resources to be addressed during evaluations.

### Purchasing Cards Charges Paid from Activity Funds

All district funds policies apply to building activity funds. A check for each Cardholder's activity expense, payable to "Hutchinson Credit Union" must be included with the supporting documents.

## **Administrator's Responsibility for Purchasing Card Processing**

Administrators must approve all cardholder's user agreement before submission to Hutchinson Credit Union. Limitations on transaction amount and monthly amounts are at the discretion of each Administrator.

The purchasing card is a tool to expedite the purchase of goods from a vendor, not to circumvent communication between staff and administrator. In the event these privileges are abused, the card may be revoked by the supervisor or the Business Office.

Two options are available to Administrators or their designee to manage purchasing cards for their department. An Administrator may:

1. Allow a Cardholder to retain the card and make any purchase that does not exceed the department's budget or a predetermined dollar amount. If Administrator/supervisor has an agreement to be able to spend a specific dollar amount over the course of the semester/year, it will not be necessary to receive prior authorization for each purchase made under that amount.
2. Retain all cards and hand them out once a purchase or activity is approved. The card and receipt is returned immediately.

### **Monthly Responsibilities**

Administrators and editors will receive a summary of the activity at the beginning of each month for their department.

Administrators:

- Signature is required on purchasing log sheets and Form 172's.
- Check the HCU monthly statement and log sheet to determine that the editor has perform their duties.
- Approve the requisition in Skyward. Approval indicates that the cardholder was authorized to make those purchases and those purchases were made in accordance with applicable purchasing procedures.
- Timeliness of approval will be tracked by the Business Office.
- May delegate some duties but must remember that as an administration they will still be ultimately responsible for final sign-off on all purchasing card activity in their departments.
- Shall collect any current purchasing logs, receipts and purchasing card for terminating employees. The purchasing card should be cut up and sent to the Business Office for completion of the closure form.
- Should collect any current purchasing logs and receipts from transferring employees. The purchasing card will remain with the employee.
- Should notify the Business Office of transferring employees so HCU can be notified to change the assigned group for the employee.

### **Internal Audit**

Internal audit reports will be kept by the Business Office on a monthly basis.

- Areas for Improvement – First occurrence
- Additional occurrences may result in suspension of card.
- Timely submission report for editor and administrator

The reports will be forwarded to the editor and administrator for each department during the first part of the month. Items on the report need to be reviewed and resolved by the editor and building/department supervisor.

Continued occurrences of inaccurate or late submission will be forwarded to Human Resources to be addressed during evaluations.

### **Cardholder Transfer/Separation**

Prior to separation from the District, all Cardholders shall surrender their purchasing card and current reconciled Purchasing Log, receipts, etc. to their Administrator. This information is processed monthly with the Administrator's other Cardholder statements. The Administrator shall cut the Purchasing Card in half and forward it to the Business Office, who will notify HCU. If this is a transfer within the District the current reconciled Purchasing Log, receipts, etc. should be given to their Administrator. This information is processed monthly with the Administrator's other Cardholder statements. The card will stay with the Cardholder and the Business Office will change the group with HCU.

## **CONTACT LISTING**

**Program Administrator** – 615-4040 or Purchasing Secretary - 615-4039

- Report lost or stolen cards
- Problems with cards being declined
- Incorrect statements

**After Hours** – VISA at 1-800-991-4961

- Report lost or stolen card
- Emergency replacement card

**FORMS**

**And**

**PROCESS MAPS**

## Simple Steps to Remember for Attendance at Conferences/Workshops

1. Review the board travel policy and the travel process maps for day travel and/or overnight travel. **All staff will be responsible for reviewing travel requirements before arrangements for travel are made.**
2. To Reserve a vehicle:
  - a. Complete a vehicle trip log (Form 163) and submit to your building/Dept. secretary. Be sure the trip log form is signed by your supervisor. Mileage will be paid only when there is no district or rental vehicle available.
  - b. If you will be taking a rental you will receive vehicle rental instructions.
3. To register for workshops:
  - a. A form 172 and completed registration needs to be sent to the PDC Secretary if paid with PDC funds or to your building/department secretary to complete your registration.
  - b. The form 172 will need to show how the expense is directly related to USD 308. This could be the agenda of your conference/workshop.
4. Daily meal allowance is \$34.00 a day. Individuals are responsible for reimbursing the district any amount over \$34.00 a day.
5. Detailed receipts must be obtained for any requested travel reimbursement and contain the date, place, amount and what was purchased. The district does not cover alcohol purchases.
6. Tips cannot exceed 15% unless the tip is part of the bill set by the restaurant for large groups. Individuals are responsible for reimbursing the district any amount over 15%.
7. Things to remember after your workshop or conference:
  - a. A form 172 needs to be completed and submitted to the Business Office along with detailed receipts for meals while at your conference/workshop. This form will need to show how the expense is directly related to USD 308. This could be the agenda of your conference/workshop.
  - b. If there was no District or Rental vehicle available and you are requesting mileage for a personal vehicle you will need to include a copy of your vehicle trip log and email stating no vehicles were available.

These items are required under Board of Education travel policy GAN and IRS Publication 463, Travel, Entertainment, Gift and Care Expenses. The travel process maps and Form 172 can be located at <http://www.usd308.com/staff/index.html>. Please contact the Business Office for assistance at 615-4039 or 615-4042.

## Travel Process Map - Overnight Travel

1.0	Travel/training need is identified by employee(s).
2.0	<b>Employee(s) discusses travel with supervisor and all the questions below need to be answered:</b> When is the training? What costs are associated with the trip? Who pays for the travel and which employee(s) is/are going on the trip? Where is the training? How will employee(s) travel? Why is the trip necessary? How is it related to the strategic plan, building/department or personal goals? Has the vehicle request been made within 24 hours of the trip? A rental vehicle must be reserved for trips over 350 miles. A Form 172 is needed for each requisition request.
3.0	Enter training request in My Learning Plan.
4.0	If approved by supervisor and/or PDC, registration needs to be completed and submitted to building/department secretary. Please use early bird registration discounts.
5.0	(A.) Vehicle trip log (Form 163) is completed and submitted to your building/department secretary at least three (3) days before the vehicle is needed. Be sure the vehicle trip log has been signed by your supervisor. If no district or rental vehicle is available please include the form 163 or an email documenting this when filing form 172. (B.) Your Building/Dept. secretary will make a call to the other vehicle check out centers as to the availability of a school district or rental vehicle. Vehicle Check Out Locations are: Administration Center – Business Office; High School - Athletic Office; and Middle School Centers - Front Desk (C.) Vehicle check out centers will complete a rental application for a rental vehicle and submit to the Business Office if there are no district vehicles available. (D.) Building/Dept. secretary returns to the employee a copy of the vehicle log with verification of the availability of a school district vehicle or rental. The original form 163 will need to be forwarded to the center where the vehicle is requested. The Business Office will notify employees with a rental car with vehicle rental instructions.
6.0	Make travel arrangements by reserving hotel rooms, securing airfare and reserving a rental car with your individual district purchasing card.
7.0	If <b>PDC funding</b> is requested building/department secretary forwards completed registration form, hotel confirmation, and airfare to PDC secretary at the Administration Center. <b>It is requested this happen at least 30 days in advance of travel/training.</b>
8.0	PDC Secretary reviews completed registrations, determines appropriate method of registration and enters requisition into Skyward. Form 172 needs to be completed by the individual doing the travel/training and attached to requisition for registration. Complete a form 172 for each requisition.
9.0	Business office registers and sends Payment/P.O.
10.0	Employee attends training/meeting. If employee doesn't attend they must notify accounts payable in the business office and the PDC secretary.
11.0	Please see PDC Flow Chart to complete PDC requirements.
12.0	If <b>Other funding</b> is requested building/department secretary reviews completed registrations, documentation of hotel confirmations and/or air fare to determine appropriate method of registration and enters requisition into Skyward. All documentation for the travel/training is forwarded to the business office.
13.0	Business office registers and sends Payment/P.O.
14.0	Employee attends training/meeting. If employee doesn't attend they must notify the business office.
15.0	Keep detailed receipts. In order to track daily meal reimbursement requirements (per the board travel policy) itemized receipts showing detail transactions per individual must be submitted.

16.0	A form 172 needs to be completed with the above detailed receipts. Employee needs to show how the expense is directly related to USD 308. This can be the agenda/minutes of your meeting or a copy of the workshop brochure attached to this form. Form 172 needs to be signed by the employee and the supervisor before submitting it for reimbursement.
17.0	According to the board travel policy tips will not be reimbursed over 15 percent unless the tip is part of the bill set by the restaurant for large groups.
18.0	All travel expenses need to be submitted within five (5) days upon the return of your trip to your building treasurer for reimbursement. Complete a form 172 for each requisition. Building/Department assigns budget codes and proper distribution within the budget lines before sending form 172 to the business office. If the employee has a purchasing card follow the purchase card manual for submitting your statements for payment. Purchasing card receipts will need to follow the above guidelines.
19.0	Form 172 available at <a href="http://www.usd308.com/staff/index.html">http://www.usd308.com/staff/index.html</a> .
20.0	Contact the business office for assistance at 615-4039 or 615-4042.



## Travel Process Map – Day Travel

1.0	Travel/training need is identified by employee(s).
2.0	<p><b>Employee(s) discusses travel with supervisor and all the questions below need to be answered:</b></p> <p>When is the training? What costs are associated with the trip? Who pays for the travel and which employee(s) is/are going on the trip? Where is the training? How will employee(s) travel? Why is the trip necessary? How is it related to the strategic plan, building/department or personal goals? Has the vehicle request been made within 24 hours of the trip? A Form 172 is needed for each requisition request.</p>
3.0	Enter training request in My Learning Plan.
4.0	If approved by supervisor and/or PDC, registration needs to be completed and submitted to building/department secretary. Please use early bird registration discounts.
5.0	<p>(A.) Vehicle trip log (Form 163) is completed and submitted to your building/department secretary at least three (3) days before the vehicle is needed. Be sure the vehicle trip log has been signed by your supervisor. If no district or rental vehicle is available please include the form 163 or an email documenting this when filing form 172.</p> <p>(B.) Your Building/Dept. secretary will make a call to the other vehicle check out centers as to the availability of a school district or rental vehicle. Vehicle Check Out Locations are: Administration Center – Business Office; High School - Athletic Office; and Middle School Centers - Front Desk</p> <p>(C.) Vehicle check out centers will complete a rental application for a rental vehicle and submit to the Business Office if there are no district vehicles available</p> <p>(D.) Building/Dept. secretary returns to the employee a copy of the vehicle log with verification of the availability of a school district vehicle or rental. The original form 163 will need to be forwarded to the center where the vehicle is requested. The Business Office will notify employees with a rental car with vehicle rental instructions.</p>
6.0	If <b>PDC funding</b> is requested building/department secretary forwards completed registration form to PDC secretary at the Administration Center.
7.0	PDC Secretary reviews completed registrations, determines appropriate method of registration and enters requisition into Skyward. Form 172 needs to be completed by the individual doing the travel/training and attached to requisition for registration. Complete a form 172 for each requisition.
8.0	Business office registers and sends Payment/P.O.
9.0	Employee attends training/meeting. If employee doesn't attend they must notify accounts payable in the business office and the PDC secretary.
10.0	Please see PDC Flow Chart to complete PDC requirements.
11.0	If <b>Other funding</b> is requested building/department secretary reviews completed registrations, determines appropriate method of registration and enters requisition into Skyward.
12.0	Business office registers and sends Payment/P.O.
13.0	Employee attends training/meeting. If employee doesn't attend they must notify the business office.
14.0	Keep detailed receipts. In order to track daily meal reimbursement requirements (per the board travel policy) itemized receipts showing detail transactions per individual must be submitted.
15.0	A form 172 needs to be completed with the above detailed receipts. Employee needs to show how the expense is directly related to USD 308. This can be the agenda/minutes of your meeting or a copy of the workshop brochure attached to this form. Form 172 needs to be signed by the employee and the supervisor before submitting it for reimbursement.

16.0	One-day workshops/activities where staff is dismissed for lunch or if they stop to eat on the way to or back can be reimbursed under board policy, but will be taxed on the next available payroll to satisfy IRS requirements.
17.0	According to the board travel policy tips will not be reimbursed over 15 percent unless the tip is part of the bill set by the restaurant for large groups.
18.0	All meals paid from a building/athletic activity account will be sent to the board office monthly by the building treasurer. If the above requirements are not met, the reimbursement will be considered a taxable benefit and the appropriate tax deduction will be made on the next payroll.
19.0	All travel expenses need to be submitted within five (5) days upon the return of your trip to your building treasurer for reimbursement. Complete a form 172 for each requisition. Building/Department assigns budget codes and proper distribution within the budget lines before sending form 172 to the business office. If the employee has a purchasing card, follow the purchase card manual for submitting your statements for payment. Purchasing card receipts will need to follow the above guidelines.
20.0	Form 172 available at <a href="http://www.usd308.com/staff/index.html">http://www.usd308.com/staff/index.html</a> .
21.0	Contact the business office for assistance at 615-4039 or 615-4042.

HUTCHINSON PUBLIC SCHOOLS--USD 308  
P.O. Box. 1908, Hutchinson, Kansas 67504

**DISTRICT TRAVEL EXPENSE FORM**

Name \_\_\_\_\_ Date \_\_\_\_\_

Place & Date expense was incurred \_\_\_\_\_

Reason for expense, how it is directly related to USD 308, and names of individuals attending \_\_\_\_\_

**\*\*\*\*\*Attach all DETAILED receipts for meals and other expenses.\*\*\*\*\*  
If detailed receipts include more than 1 individual, the receipt must provide charge detail for each individual.**

	DATE	PLACE/TIME	DATE	PLACE/TIME	DATE	PLACE/TIME	TOTALS
Registration							0.00
Commercial Airfares							0.00
Lodging							0.00
Breakfast							0.00
Lunch							0.00
Dinner							0.00
Subtotal for Meals	0.00	xxxxxxxxxxxx	0.00	xxxxxxxxxxxx	0.00	xxxxxxxxxxxx	0.00
Over \$34.00/day	0.00	xxxxxxxxxxxx	0.00	xxxxxxxxxxxx	0.00	xxxxxxxxxxxx	0.00
Net total for Meals	0.00	xxxxxxxxxxxx	0.00	xxxxxxxxxxxx	0.00	xxxxxxxxxxxx	0.00
Tips (15%)							0.00
Taxi							0.00
							0.00
							0.00
Grand Totals	0.00	xxxxxxxxxxxx	0.00	xxxxxxxxxxxx	0.00	xxxxxxxxxxxx	xxxxxxxxxxxx

<b>**Daily meal reimbursement cannot exceed \$34.00, excluding tips</b>	_____ miles for personal car @ .51 per mile	0.00
Budget line item to be charged: _____	Approved by _____ on _____	xxxxxxxxxxxx
	Total claim (total of detailed receipts)	0.00
	Less excess over maximum authorized (to be paid by employee)	0.00
_____ Signature of Claimant	Net claim (to be paid by USD 308)	0.00

Approved by Supervisor \_\_\_\_\_

Form 172 Rev. 01/12  
Board Policy GAN, Apprvd 8/9/04



**USD 308 PURCHASING CARD USER AGREEMENT**

I, \_\_\_\_\_ hereby request a Hutchinson Credit Union Purchasing Card. As a Cardholder, I agree to comply with the following terms and conditions regarding my use of the Card.

1. I understand that I will be making financial commitments on behalf of Hutchinson Public Schools USD 308 and will seek to maximize the purchasing value of public funds. In an effort to do so, I will not use the card to obtain cash advances.
2. I understand that the District is liable to Hutchinson Credit Union for all charges made on this card.
3. I agree to use this Card for approved purchases only. Misuse or abuse of the Purchasing Card will result in revocation of the Card and appropriate disciplinary action that may include termination. Policy violations include, but are not limited to:
  - Purchasing items for personal use, whether for myself or for others. **If I should have any personal items purchased on this card I will reimburse the District or the District may withhold the amount from my earning. I understand that there may be other disciplinary action taken.**
  - Using the Purchasing Card for purchases over the established limit;
  - Failure to return the Purchasing Card when reassigned, relocated, transferred, or terminated;
  - Failure to submit proper documentation with each monthly statement.
  - This card may only be used by the Cardholder. No other person is authorized to use this card.
4. I agree to return the Card immediately upon request by Supervisor or Program Administrator, or upon termination of employment (including retirement). Should there be an organizational change that causes my department to change, I agree to return my Card and arrange for a new one, if appropriate.
5. I understand that I will be responsible for the timely reconciliation of all credit card transactions charged to the card and I will provide appropriate documentation for all credit card transactions.
6. I agree that I will turn my reconciled log and documentation into the Building Editor according to the deadlines set each month.
7. If the Card is lost or stolen, I agree to notify Visa and the Business Office immediately.
8. *I acknowledge, by my signature, that I have received training in the proper use of the purchasing card; have received, read and understand the Purchasing Card Manual; and have read and understand this agreement.*  
*Date of Training \_\_\_\_\_ Initials: \_\_\_\_\_*
9. I agree that should I violate the terms of this agreement, I will reimburse Hutchinson Public Schools USD 308 for all charges incurred and any fees related to the collection of those charges.
10. **My signature below authorizes payroll deduction in the event that purchasing violations are not reimbursed within 10 days of written notification.**

Please type or print information clearly

Name: \_\_\_\_\_ SSN # \_\_\_\_\_

Building Name \_\_\_\_\_

Department Name \_\_\_\_\_ Main Office Phone Number \_\_\_\_\_

Building Mailing Address \_\_\_\_\_

Administrator/Supervisor Name \_\_\_\_\_

Strategy Code   CST   (see list)

Transaction Limit: \$ \_\_\_\_\_ Monthly Limit \$ \_\_\_\_\_ Yearly Limit (not required) \_\_\_\_\_

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator Signature

Business Office Use Only

\_\_\_\_\_  
Card Program Administrator Signature

\_\_\_\_\_  
Date



**AREA FOR IMPROVEMENT - FIRST OCCURRENCE (FURTHER OCCURRENCES WILL BE RECORDED AS FOCUSED OCURRENCES)**

Last Name	First Name	Dept	No Receipt	No Itemized Receipt	Food Receipts - Without Agenda/ Attendees or Conference Flyer	Sales tax on purchase	No Secondary Approval of a Principal's or Director's Transactions	Purchase of capital asset (\$500 or more) Not Reported to Fixed Asset Secretary	Receipt less than amount on statement	Gift Cards without Specific Purpose	Item shipped to personal address	Use of card by someone other than card-holder	Alcoholic beverage	Use of card for travel expenses of spouses	Personal Purchase	Signatures Missing on Form 172	Signatures Missing on Log Sheet
Jones	Just	4 YR At Risk															
Grable	Betty	4 YR At Risk															
Monroe	Marilyn	4 YR At Risk)															
Crawford	Cindy	4 YR At Risk)															

MONTH OF: FEBRUARY 2012      CORRECTIVE ACTION NEEDED - VISIT WITH EMPLOYEE, REVIEW RESPONSIBILITES

**FOCUSED OCCURENCES (ADDITIONAL OCCURENCES MAY RESULT IN SUSPENSION OF CARD OR TERMINATION)**

Last Name	First Name	Dept	No Receipt	No Itemized Receipt	Food Receipts - Without Agenda/ Attendees or Conference Flyer	Sales tax on purchase	No Secondary Approval of a Principal's or Director's Transactions	Purchase of capital asset (\$500 or more) Not Reported to Fixed Asset Secretary	Receipt less than amount on statement	Gift Cards without Specific Purpose	Item shipped to personal address	Use of card by someone other than card-holder	Alcoholic beverage	Use of card for travel expenses of spouses	Personal Purchase	Signatures Missing on Form 172	Signatures Missing on Log Sheet
Jones	Just	4 YR At Risk															
Grable	Betty	4 YR At Risk															
Monroe	Marilyn	4 YR At Risk)															
Crawford	Cindy	4 YR At Risk)															

MONTH OF: FEBRUARY 2012    CORRECTIVE ACTION NEEDED - DISCUSS WITH EMPLOYEE, RETRAIN, NOTE ON EVALUATION - TERMINATION IF NECESSARY

**TIMELY SUBMISSION OF PURCHASING CARD INFORMATION TO BUSINESS OFFICE**

NAME	EDITOR RESPONSIBLE	REQ'S ENTERED LATE	BACK UP TO BUS. OFFICE LATE	SKYWARD 1ST LEVEL APPROVAL LATE
4 YR At Risk	GINGER			

MONTH OF: FEBRUARY 2012    CORRECTIVE ACTION NEEDED - DISCUSS WITH EDITOR  
 LATE APPROVALS BY ADMINISTRATOR   - THE BUSINESS OFFICE WILL DISCUSS WITH ADMINISTRATOR



**INFORMAL BIDDING**  
(Over \$1,000)

**Bid Item**

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	FIRM	DATE	PHONE	ESTIMATED PRICE
1				
2				
3				
<b>Explanation:</b>				
		Collected by _____ Signature		