



**Warren Consolidated Schools
PNC Bank
Purchasing Card**

Cardholder Guide

WARREN CONSOLIDATED SCHOOLS PNC BANK PURCHASING CARD CARDHOLDER GUIDE

When you received your Purchasing Card, IMMEDIATELY SIGN the back of the card after activation and always keep it in a secure place. Although the card is issued in your name, it is the property of the Warren Consolidated School District and is only to be used for district purchases as defined in this guide.

PURCHASING CARD RESTRICTIONS

The Purchasing Card IS NOT to be used for personal purchases or cash advances.

ALLOWABLE EXPENDITURES: Only those allowable under school legal permissible expenditures are allowed.

Transactions CANNOT be split into separate receipts to bypass the single transaction dollar limit. A routine review of transactions will be performed. Contact John Lettang at JLettang@wcskids.net if you find that your single purchase limit temporarily needs to be increased.

USING THE PURCHASING CARD

Purchases, with the necessary approval, are initiated using your assigned card. Be sure your purchases are within your budget. You may use the credit card wherever Visa is accepted. It is required at the time of purchase that you receive a receipt. You may also order by phone or mail using your purchasing card. When you place your order by phone, mail, or online ask that the receipt is included with the goods when the product is shipped to you. This receipt is the only original documentation. Your name and “Visa” must appear on the packing slip and external shipping label. The supplier will ask for your Purchasing Card number, expiration date and the “ship to” address. **Note: the billing address is 31300 Anita, Warren, MI 48093 for all card holders.** It is important that the word “Visa” and your name appear on the invoice. Companies that are frequently used by the District already have the Warren Consolidated School District Accounts Payable department in their computer and will likely forward the invoice directly to Accounts Payable. Accounts Payable will forward the invoice to you – IF YOUR NAME AND VISA appear on the face of the invoice; if they do not, we will have no idea where to direct the invoice when it arrives. If you purchase on-line, print the email confirmation after you send the order as proof of purchase for reconciliation purposes. **KEEP RECEIPTS FOR ALL OF THE ITEMS YOU PURCHASE.** DO NOT send your statement to Accounts Payable with a check request. DO NOT request reimbursement for items you have purchased with your District Purchasing Card.

SALES TAX

Sales tax SHOULD NOT be paid on any purchase made with the purchasing card when using General Fund accounts. Some Activity Fund transactions are not exempt from sales tax. Contact the Accounts Payable department if you have questions on taxable transactions. The Warren Consolidated School District is tax-exempt. The school district’s Federal Employer Identification number appears on the face of your card. A tax-exempt form can be obtained from

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the Business Department, if needed. While we do not have reciprocal agreements with the other states, it is always good to ask for the tax-exempt status.

RECONCILING YOUR ACCOUNT

Review your transactions often using the PNC Active Pay website; www.pncactivepay.com.

On a monthly basis you are required to print out your statement listing all activity associated with the purchase card issued to you and verify that all of the transactions are valid. Review all transactions, scan and upload all receipts, assign the correct Entity/Building and ASN to each transaction and mark each one Reviewed. Attach all of the original receipts to the corresponding statement and send directly to Account Payable **within five (5) business days** of the Billing Cycle's end date. Failure to do so may result in the inactivation or cancellation of your district credit card.

LOST OR STOLEN CARDS

Your Purchase Card must be kept in a secure place. If your card is lost or stolen, immediately contact the bank via this toll free number 1-800-685-4039 and notify the Warren Consolidated School District Purchasing Card Administrator, Donna Stadler at 586-698-4153.

REFUSAL OF CARD OR ACCOUNT

If your purchase is declined at the point of sale, the vendor will not know why the sale did not go through. During district business hours, call the Purchasing Card Program Administrator, Donna Stadler at 586-698-4153 to assist with the decline. Typical issues: Single and Cycle Limitations, Expiration dates, Billing address or Merchant Code not available.

DEPARTMENTAL CHANGES

If you transfer to a new department, resign your position or take a leave of absence, immediately notify the Purchasing Card Program Administrator, Donna Stadler at 586-698-4153 and return your credit card to her at the Administration Building.

PURCHASING CARD AUDIT ACTIVITY

Your card activity is subject to random audits by the district's auditing firm. The purpose of the audit is to help ensure adherence to the program's policies and procedures.

MERCHANTS THAT DO NOT ACCEPT THE CARD

Merchants are encouraged to become involved in the Purchasing Card Program so that you can use the Program most effectively. Merchants may contact their local bank or financial institution to become credit card capable. For those merchants that are unwilling to participate in the Program, alternative sources should be found.