



BALDWIN COUNTY BOARD OF EDUCATION
LOCAL SCHOOL
REGIONS PURCHASING CARD
GUIDELINES

REGIONS PURCHASING CARD PROCEDURES OVERVIEW

BCBE is pleased to provide purchasing cards to applicable schools. We have contracted with Regions Bank for an easy program that provides many features. The purchasing cards are a Regions Visa Card. An overview of the new process and the main features of the Regions Purchasing Cards include:

1. It is still permissible to use purchase orders when required or applicable.
2. Each employee will sign a Purchasing Card Agreement form. Once this is signed each employee must sign a “Sign Out Sheet” which indicates they have received a Visa Purchasing Card. The card will be issued to them at this time. The employee must agree to return the card to the school bookkeeper as applicable.
3. The cardholders will make their purchases using the cards and **submit all itemized receipts/invoices to the card manager (school bookkeeper) on a daily basis for items purchased.**
4. The cardholder will **submit one Purchasing Card Approval Form with itemized receipt/invoice** to the bookkeeper for **each transaction**.
5. Bookkeeper will follow the daily procedures for processing and managing all Purchasing Cards transactions (purchases) in accordance with the card manager procedures (Reflected in the *Card Manager Procedures* under separate cover).
6. The statement cut-off date is the **end of each month**. The card manager will login and print the P-Card Transaction report in **Region’s Intersect** (<https://intersect.regions.com/welcome.aspx>) to ensure that prior transactions (purchases) have been received and submitted for payment.
7. **Cardholders should always contact the bookkeeper for information and assistance. Other Region’s purchasing card questions may be directed to Patsy Chastang in Business & Finance at pchastang@bcbe.org or (251) 580-1914. You may contact any of the LSA staff for questions related to credit card receipt/invoice processing in Nextgen.**

General Guidelines

Region's Purchasing Cards

Purchasing cards shall be used for expending items exclusively for BCBE Public Schools. Anyone using the purchasing card to obtain items for *personal use* is subject to *criminal prosecution*. Items purchased with the purchasing card must be *received before payment* is made (**no back orders**) excluding Sam's Club & Wal-Mart Online orders. Items purchased with the purchasing card are exempt from Alabama sales tax. A signed and dated itemized receipt is required on all purchases. ***Each cardholder is required to sign a Purchasing Card Agreement.***

Purchasing Card Agreement (Exhibit 1):

1. Before a purchasing card is signed out to staff, a purchasing card agreement must be read, signed and dated. **(Exhibit 1)** The school bookkeeper will have the card(s) available for pickup.
2. Each card user will be required to sign the "Purchasing Card Sign Out/Sign In Sheet" **(Exhibit 2)** upon receipt of card and upon return of card.

Lost or Stolen Cards:

1. On weekends, call toll-free Region's Card Services at **1-888-934-1087**. The school bookkeeper should be notified on Monday.
2. Always inform the bookkeeper and/or the purchasing card contact (Patsy Chastang) in the Business Office Monday through Friday.

Allowable Purchases:

1. Items bought for a valid purpose and have an approved purchase order of \$500 or more.
2. **ONLY** purchases less than \$500 are acceptable without an approved purchase order.
3. Food and food supplies— purchaser must specify purpose of food purchases on receipts/invoice and on approval form. Purchaser must ensure compliance with BCBE Food and Refreshment Guidelines and must attach proper supporting documentation as is required for purchase orders.
4. Technology purchases for hardware (PCs, laptops, printers, iPads, Slates, wireless access points, etc.) and software are allowable purchases with **prior approval from ET Services**.
5. Technology purchases for consumables (e.g., toner, ink, CDs/DVDs) or simple external devices (e.g., thumbdrives, digital cameras, document cameras) do not need to be pre-approved by ET Services.
6. Purchases made in accordance with the Board's bid and purchasing policies and procedures.
7. Regions has developed a purchasing card process with certain features customized for our school system. **Merchant code restrictions will block the use of the purchasing card for unallowable expenditures to the extent feasible.**
8. Items purchased that are unallowable must be reimbursed by a personal check made out to the applicable school due within the month the purchase is transacted.

Unallowable Purchases:

1. Items not listed on approved purchase order for purchases \$500 or more. Supervisor must sign giving his/her approval and provide a brief explanation as to why item(s) was not listed on purchase order. If not, **cardholder must reimburse** Baldwin County Board of Education or applicable school for these items by personal check and is due within the month the purchase is transacted.
2. Items purchased without sufficient funds in school activity. Cardholder must reimburse the applicable school by personal check and is due within the month the purchase is transacted.
3. Items purchased with the purchasing card must be received before payment is made (no backorders). *The Baldwin County Board of Education prohibits the use of purchasing cards for Internet orders, telephone orders, mail-in orders, lay-a-ways, confirmations, guarantees, and other charges made to the purchasing card prior to receipt of the materials, supplies, equipment or other items purchased.* **EXCEPTION: Sam's Club/Wal-Mart Online Delivery or Pickup.**

Itemized Receipts:

1. An **itemized receipt/invoice** is **mandatory** on **all purchases**.
2. Submit **signed and dated itemized receipts/invoices** to the **bookkeeper immediately with a signed P-Card Approval Form (Exhibit 3)**. Receipts/invoices should be submitted daily or as applicable.
3. Principal will sign P-Card Approval Form as applicable once bookkeeper reviews transactions for allowable/unallowable transactions.
4. A personal check must be made out to school and is due within the month of the purchase where no itemized receipt/invoice can be found.

Sales Tax:

1. It is the cardholder's **responsibility to inform all vendors** that a purchase made with the purchase card is **exempt from sales tax**.
2. Do **not use any vendor** that will **not honor the tax-exempt status** of Baldwin County Board of Education. Inform the bookkeeper of these vendors.
3. Vendors who charge sales tax must credit the purchasing card (Cardholder should receive a credit receipt to submit to the bookkeeper). **Never accept cash back!**
4. Sales tax that is charged to the purchasing card must be reimbursed by a personal check made out to Baldwin County Board of Education/school and is due within the month the purchase is transacted.

Purchase Limit:

1. Card purchases are limited to applicable school only.
2. Bookkeepers must ensure that the cardholders' card limits are always sufficient for applicable purchases.

Purchasing Card Sign-Out/In Sheet (Exhibit 2):

1. The sign out sheet must be signed when receiving the purchasing card.
2. The sign-in sheet must be signed when turning in the purchasing card.
3. **All final itemized receipts and approval forms must accompany cards when turned in.**

Applicable staff will determine when card privileges should be suspended.