

**GUILFORD COUNTY SCHOOLS
PROCUREMENT CARD USAGE PROCEDURES AND GUIDELINES
BANK OF AMERICA – STATE CONTRACT 946A**

Rev. 8.2023

Guilford County Schools Procurement Cards (P-Cards) are VISA credit cards designed to expedite the purchasing process for schools and administrative Sites in the District. All Purchasing guidelines must still be observed when using the cards – State Contracts, GCS Bids, bid thresholds, approved vendors, etc. Failure to observe procedures may result in revocation of Procurement Card privileges.

Each GCS P-Card is account-specific, meaning that it is tied to a specific budget allotment account in the AS400. A card is used to spend funds from only that account.

1. Prior to using the card(s), funds must first be encumbered from the appropriate allotment account(s). At the beginning of the school year, remember you may only have a percentage of your allotments until after the 20-day count.

At the present time, cards have a per transaction limit of **\$ 2,500**. **This is not a card limit**. Because we use “Declining Balance cards, your total spending limit is whatever you choose to encumber.”

A WORD ABOUT ENCUMBRANCES: As previously indicated, the P-Card program is designed to expedite the purchasing process. Each card should be encumbered initially with the amount you expect to spend for the **YEAR** with that card. Principals/Supervisors and Treasurers/Office Support should work together to determine these amounts. We recognize the need for flexibility due to changing circumstances; so, increases and/or decreases can be made, but they should be kept to a minimum. Processing multiple card changes defeats the purpose of the cards, which is to minimize the processing of paperwork and expedite the order process.

At the start of each school year, please refer to past spending to help you to determine encumbrance amounts. For instance, if you spent \$3,000 on office supplies the previous year using your card and did not have “unusual” or non-recurring expenses, then it makes sense to budget and encumber \$3,000 initially. This amount can be decreased later if not needed. They can be added to the P-Card later. Again, they can be moved back to instructional or another Local account if not needed.

2. Schools may encumber Local Instructional, Office Supply and Athletic cards via an e-mail from **the PRINCIPAL**, copying the Treasurer, and send to the Procurement Card Admin. Treasurers have the template for this request.
3. Administrative locations should submit a GCS online requisition for each card, with Bank of America as the vendor, showing the amount you wish to encumber. Please use the budget code for which the card was issued. The “description” should be “P-Card purchases for the 2023-2024 school year, or some similar wording.
4. The Admin. Support staff member completes the online requisition, the Supervisor approves and then sends it to the Purchasing Dept. for processing.
5. Encumbrance is a two-step process. We key your PO to the AS400 to encumber funds in our financial system. We then key a “Purchase Request” for the amount of your encumbrance into the Bank of America program, which funds the card. You’ll receive a gold copy of the PO, but no green copy. Procurement Card PO’s are numbered as follows:

Schools:	3xxx1, 3xxx2, 3xxx3, 3xxx5, 3xxx6	xxx=school number: 1= state, 2=local instr., 3=office supply, 5=athletic, 6= staff development
ACES:	36xxx1 = supply, 36xxx9 = lunch	
Admin	3wxyz = supplies, etc. assigned based on dept. – will always begin with “3” and have 5 digits	

Your P-Card Purchase order numbers will remain the same every year.

WHEN YOU RECEIVE EITHER AN E-MAIL THAT YOUR FUNDS HAVE BEEN ENCUMBERED, OR THE GOLD COPY OF YOUR PURCHASE ORDER, you may begin spending with the card.

6. Once you have spent those funds, the card will be declined by merchants until you instruct us to add additional funds. The treasurer may increase/decrease the Procurement Card PO by submitting an e-mail to the Procurement Card Administrator and copying the principal. Depts must submit a PO increase/decrease form to the Procurement Card Administrator with their supervisor’s signatures. Contact info for Procurement Card Administrator:

Adrian Mendoza at mendoza3@gcsnc.com
Phone: (336) 370.3237 VoIP ext. 588401

IMPORTANT:

Because the AS400 and the BOA Works program do not “talk” to each other, you will have to manually track your P-Card purchases (Treasurers and ACES site coordinators please use your spreadsheets).

7. Remember, when making purchases, be sure to follow State Contract, Bid, and Purchasing guidelines, just as you would for any order.

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8. When placing orders, PLEASE remember that documentation MUST exist at the school/site showing that the Principal/Supervisor authorized the purchase. Use the PCard template for all PCard purchases. DO NOT SEND ANY COPIES TO PURCHASING OR ACCOUNTS PAYABLE. For PCard purchases, these requisitions become strictly internal documents.
9. You should number your orders in the following way: **LPC- XXX-01, 02, 03.....**

Use these abbreviations SPC= state card (Twilight, SCALE) SDPC= staff development card
 LPC= local instructional card APC = athletic card
 OPC= office card

 ALPC= ACES lunch P-Card ASPC= ACES supply P-Card

As always, XXX = your school or location number

You will place orders in one of three ways: KEYING ONLINE, PHONE or FAX

1. KEYING ONLINE –

Orders placed to Guilford County Schools online bid vendors **MUST** be keyed and submitted online. Refer to your Purchasing Manual (new employees) or Purchasing information received via e-mail (commodity list) for detailed keying instructions.

- Office Supply Vendors (Bid 5815): Office Depot, Piedmont Office, Reidsville Office City, School Specialty, Staples
- School Supply Vendors (Bid 6032): Bender Burkot, Fisher Science Education, Cascade School Supplies, Piedmont Office Supply, Frey Scientific, Kaplan, Lakeshore, Office Depot, School Specialty, Staples, Reidsville Office City, ACE Educational, Nasco, Didax, EAI Education, ETA hand2mind, Carolina Biological, Constructive Playthings, Really Good Stuff, Dick Blick, Superior Text, Mentoring Minds (see Commodity List for additional school supply)

For orders placed with vendors other than those mentioned above, you may either call the vendor to place the order or Fax the order using the “Merchandise Order Form” as a cover sheet.

2. FAXING THE ORDER

- Complete all the information on the Merchandise Order Form.
- Fax the order to the vendor with the order form as your “cover sheet”.
- Using the card can virtually eliminate backorders, if you wish to do so. Most vendors can tell you at the time the order is placed whether items are available. If shortages are discovered at the time of pulling the order, you can instruct the company to cancel all backorders. However, if it works better for you to go ahead and order the item and you don't mind tracking backorders, feel free to do so. **Please remember that if you do have backorders, you need to make a copy of the original requisition and carry it forward to the time the backorder is received.**
- Do Not Fax an order to the vendor IF you have already given them the order over the phone (to avoid the chance of duplications and double shipments.)
- After the order has been received and checked for accuracy, attach the packing slip to the requisition and order confirmation. If there are problems with the order, call the company. Do not call Purchasing first. Call us only if you have problems that cannot be resolved by attempting resolution with the vendor.

3. PHONE - CALLING IN THE ORDER:

- Identify yourself as a Guilford County Schools customer, then give your school/site name as the ‘ship to’ location.
- Tell the vendor that this purchase will be made utilizing your GCS Procurement (Credit) Card, and give the vendor your Purchasing Card Account number
- The vendor may ask for the 3-digit security code for the card. It's located on the back of the card.
- If the purchase is from a State Contract or Bid, give the contract or Bid number. **This is very important to ensure that State Contract pricing, Bid discounts, freight agreements, etc. are observed by the vendors.**
- When you conclude your order, ask the vendor for the number they have assigned to the order. Ask them to email a confirmation to YOU, or give you a confirmation number. This will help later if there is a problem with the order.
- **Tell the vendor that you DO need some type of confirmation – either when the order is placed or as a packing list with pricing, invoice copy, etc., so that you will have documentation of the items purchased and prices charged.**
- If the company asks if they should send you an invoice, LET THEM DO SO, BECAUSE THIS WILL BE THE BEST ORDER/PRICE DOCUMENTATION.

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4. Our billing cycle with Bank of America (BOA) ends around the 27th of the month. Some time after the end of the month, you will receive a statement from BOA for each card with activity in the previous month. Check your purchasing records against the charges on the card. When verified, you and your Principal or Supervisor must sign the statement on the signature lines at the bottom. You DO NOT send a copy of the statement to Accounts Payable. Keep this in your file.

5. If there are charges on your statement which need to be reconciled or checked the next month, (Ex: A credit for a return which didn't post during the current billing cycle) make a copy of the original requisition attach the invoice and indicate it is a backorder.

6. Retain all documentation in a separate Procurement Card transaction file but keep it with your other financial records. As with any financial documents, retain these for five years. These records will be reviewed when purchasing personnel conduct audits to ensure the integrity and security of the PCard program. We will also monitor card activity via Bank of America's on-line system, which allows us access to individual transaction information.

THINGS YOU CAN'T DO WITH THE PROCUREMENT CARDS

- A. Cannot use the card at a retail site if we use online ordering. Ex: no shopping inside Office Depot stores.
- B. Cannot purchase online from companies other than those we have logins set up for.
- C. Cannot purchase from Amazon.com, or other .coms, without permission from Purchasing.
- D. Gifts cannot be purchased for staff and employees (lunch bags, tumblers etc.).
- E. Cannot pay for services, such as repair of equipment, piano tuning, shredding, etc. Those expenses are 319 Object code, not 411.
- F. The following is a list of approved users:

Treasurers	Principals
Authorized Admin. Support Staff	Authorized Admin. Supv.
School Accounting Program Adm.	ACES Site Coordinators
Authorized Treasurer Substitutes (former treasurers)	

Other staff may not use the cards.

DO NOT SIGN THE PROCUREMENT CARDS unless instructed to do so by someone in Purchasing