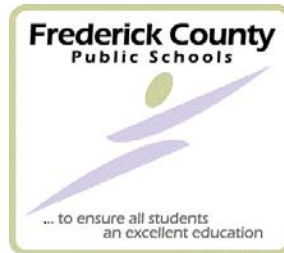


Frederick County Public Schools



Purchasing Card Program Manual of Use

Revised: January 2017

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Overview

Frederick County Public Schools Purchasing Card (P-card) is a procurement tool that encourages efficiency in the purchasing process without sacrificing managerial control.

The Purchasing Card Program substitutes the use of credit cards for purchase orders. Employees approved by administrators in both their school/department and in the finance department receive credit cards, provided by an issuing bank. These employees are empowered to use their P-cards to purchase job-related goods/services on behalf of Frederick County Public Schools.

General P-cards are issued to schools and departments for purchases of goods/services. Travel P-cards are also issued to schools and departments for work-related travel. Travel cards are distinguishable from the regular cards by the name embossed on the face of the card. All P-cards maintained onsite will be kept secure by the departmental reconciling official, typically a bookkeeper or secretary, and signed out by purchasers for small-dollar purchases.

Cards used at the school locations are issued either under the School Board account (SBO) or the School Activity Fund Account (SAF). This manual will have the procedures for cards issued under each of these types of accounts.

Bank of America's WORKS program, an internet-based management solution, allows managers in participating FCPS departments and in the finance department to review and assign account codes to P-card transactions. WORKS also enables FCPS staff to run reports, audit account activity, and integrate transaction data into FCPS's accounting software.

The P-card utilizes electronic processing to create efficiencies. The P-card program's goal is to reduce or eliminate certain types of paper-based processing, thereby saving FCPS employees time and effort. The P-card is not intended to change what items are purchased—only the method by which they are purchased. Purchase orders are not required for purchases made with the P-card. However, as with the purchase order process, P-card users should always try to purchase items via an established contract before purchasing from non-contracted vendors.

Throughout the life of the program, you may refer to the FCPS Staff forms webpage for manuals, forms, news, updates, and other P-card related materials.

Point-of-Contact

This manual is intended to serve as a comprehensive guide for purchasers. If you have a problem, please consult this manual first. If the manual cannot answer your question, or if the manual is unclear, contact the individual listed below for guidance.

P-card Program Administrators
Kristy Varda, CPPB or Janeen Lloyd
1415 Amherst Street
Room 3
Winchester, VA 22601
Phone: 540-662-4518 ext 88237 or ext 88104
Fax: 540-665-0537
vardak@fcpsk12.net or lloydj@fcpsk12.net

It is your responsibility to report lost or stolen cards to Bank of America immediately. Call **1-888-449-2273** as soon as you notice that your card is missing. After notifying Bank of America of a missing card, you should alert your department administrator and notify the P-card program administrators listed above.

Bank of America – WORKS Program

WORKS is a web-based management solution for P-card activity provided by Bank of America. This program is mainly used for SAF issued cards, however you can see transactions for SBO issued cards before they are processed through Munis.

Once the P-card is swiped, information on that transaction (dollar amount, date, vendor, card number, etc.) is automatically transmitted to the card provider. Transaction information is available for the reconciling official for both regular and School Activity Fund cards once per month in the form of a billing memo statement. Billing statements for school board account cards are sent to and maintained in the finance department. In addition to receiving paper billing statements, reconciling officials receive access to transaction information on an ongoing basis within WORKS.

P-card transactions generally become available in WORKS within approximately twenty-four to seventy-two hours after they are made, and appear with all relevant information (dollar amount, date, vendor, partial card number, etc.). Transactions related to student activity funds will need to be entered manually into the student activity fund software.

WORKS access is reserved to department-level reconciling officials and administrators. WORKS is accessed through a user ID and password, both of which are distributed by the program administrator when a department or new user joins the P-card program. The program administrator, or designee, shall be responsible for maintenance of users, passwords and overall access to the WORKS program.

Hierarchy

FCPS's P-card program is organized according to a hierarchical plan. This hierarchy is built into the WORKS software package, and serves as a framework for reporting as well as an organizational structure.

Please refer to the descriptions provided in Appendix A for a breakdown of program responsibilities according to hierarchical level.

Transaction Processing

All P-card activity is subject to two recurring processes: the Ongoing Activity process and the Billing and Payment process. The Ongoing Activity process takes place on an ongoing basis, and is preliminary. The Billing and Payment Process takes place monthly following the end of the billing cycle, and is final.

Card Sign-out Process

Prior to using a departmental/school card, the purchaser must sign out the card from their reconciling official for each transaction. A physical signature is required on the receipt for every purchase. Multiple purchases can be made under one sign-out line as long as the signed receipts match the dollar amount listed on the sign-out line. Under no circumstances should a purchaser record the account number, expiration date, CVV code or **card PIN number** for the purposes of making future purchases. For Department cards, a sign-out form shall be maintained for all purchases and attached to each batch in Munis (for School Board accounts) or filed on-site (for Student Activity Fund accounts) with each reconciled packet of P-card activity. A copy of the sign-out form is included as Appendix B. Cards issued to individuals will not have a sign out sheet.

Ongoing Activity Process

After a purchase is made, cardholders submit their signed/initialed P-card receipts or other acceptable documentation (see section labeled “Documentation” for other means of documentation) to their designated reconciling official. All receipts should clearly show date, vendor where item(s) purchased, detail of item(s) purchased, and signature of the purchaser on each receipt. The cardholder is responsible for communicating with the reconciling official to establish the nature of the purchase as well as the purpose for which it is used. This information helps the reconciling official determine an appropriate expenditure account. It also helps the reconciling official to determine the need to split transactions amongst multiple account codes.

For SBO cards once the reconciling official receives the email to process their p-card statement, the reconciling official will follow the Munis P-Card step-by-steps and attach a receipt or other documentation to each transaction along with the sign in/out to the statement.

Bookkeepers are responsible for updating expenditures in the student activity fund software for purchases utilizing the student activity fund P-cards. Any significant delay in updating P-card transactions will impact the accuracy of your expenditure accounts. To ensure current expenditure account balances, transactions should be updated on a regular basis.

Ongoing Activity Process Best Practices

- Keep receipts separate.

When you have received a signed/initialed cardholder receipt, be sure to keep the receipts separated by cardholder or account number. They will later be used in the Billing-and-Payment process.

- Review receipts for sales tax.

When you receive a signed/initialed receipt, make sure sales tax was not charged. If the receipt includes sales tax, have the employee begin the process of getting it removed by the vendor.

Sales Tax Exemption:

Most purchases are exempt from Virginia state sales tax. When making a p-card purchase, users should remind the vendor of our tax exempt state and examine the receipt to verify sales tax was not charged. (Most cards have our sales tax exempt number on them.) If the user is charged sales tax and that tax is not removed from the receipt, the user should make all efforts to have it removed and document such efforts for the transaction file. By state statute, FCPS is not exempt from sales tax for meals, catered events, lodging, or other accommodations. FCPS may not be exempt from sales tax imposed by other states on goods and services purchased online or outside of Virginia.

Billing and Payment Process

In addition to the Ongoing Activity process described above, P-card activity is subject to a billing and payment process at the end of each billing cycle. FCPS's overall billing cycle ends on the last business day of each month. However, it is required that all schools and departments reconcile their transaction activity on an ongoing basis.

SAF Cards:

Reconciling officials are encouraged to reconcile often to ensure accuracy and reduce fraud on SAF card accounts.

The reconciliation must ascertain the following:

- that each receipt/order form appears on the statement and has been signed by the purchaser or account manager,
- (2) if applicable, a packing slip is initialed by the person who accepted receipt of the merchandise (does not have to be the purchaser),
- (3) that each transaction on the statement has a corresponding receipt and appropriate account codes,
- (4) that the amount purchased on receipt equals the account activity as reported through the WORKS system,

- (5) that a calculator tape of receipts totals the amount on the Statement, and
- (6) the Purchasing Card Sign In/Out Log is included with the packet for SAF transactions .

If the statement does not match the tape of receipts, the reconciling official must perform a simple reconciliation. The reconciling official is responsible for detecting any discrepancies and working with the cardholder and/or vendor to resolve them.

If a receipt is missing, the reconciling official must contact the relevant cardholder and attempt to recover the receipt. If the receipt has been lost or is otherwise unrecoverable, the cardholder is required to sign a “Lack-of-Documentation Waiver Statement,” indicating that he/she made the transaction and that it was a legitimate business transaction. (See “Documentation” section for more detail.)

If a discrepancy cannot be resolved, the transaction may be disputable. (See “Disputes” section for more information.)

Once the reconciliation has been performed, the reconciling official collates the Sign-Out Log, calculator tape of receipts, signed/initialed receipts, signed/initialed packing slip if applicable, and the WORKS GL Memo Statement together as a complete package. This package acts as the Receiving Report. A package is assembled for all accounts within the school or department. The reconciling official uses the Sign-Out Log as the Cover Sheet of the packet and signs as certification of review and reconciliation. Then the reconciling official submits all packages for their location to the account manager for signing for SAF.

The account manager is responsible for reviewing all P-card documentation for accuracy and completeness. Any transaction that alarms the account manager should be investigated with the cardholder. Any suspicious account activity should be referred in writing to the program administrators.

When the account manager is satisfied with the transactions, he/she signs the Sign-Out Log where indicated, certifying that he/she has reviewed and has found the transactions included in the packet to be appropriate and bona fide business expenses for the school division.

SBO Cards:

Finance will download the transactions into Munis and notify the reconciling official when their transactions are ready to process. (NOTE: Munis uses a default GL code for all transactions, changes to the account code can be made while processing each transaction in a p-card statement.)

The reconciliation must ascertain the following:

- that each receipt/order form appears on the statement and has been signed by the purchaser or account manager,
- (2) if applicable, a packing slip is initialed by the person who accepted receipt of the merchandise (does not have to be the purchaser),
- (3) that each transaction has a corresponding receipt attached to the transaction in Munis,
- (4) that the amount purchased on receipt equals the account activity as reported through Munis, and
- (5) for Department cards, the Purchasing Card Sign In/Out Log is attached to the p-card statement in Munis along with the calculator tape confirming the total, or
- (6) for individually issued cards the calculator tape matching the batch total should be attached to the p-card statement.

The reconciling official is responsible for detecting any discrepancies and working with the cardholder and/or vendor to resolve them.

If a receipt is missing, the reconciling official must contact the relevant cardholder and attempt to recover the receipt. If the receipt has been lost or is otherwise unrecoverable, the cardholder is required to sign a “Lack-of-Documentation Waiver Statement,”

indicating that he/she made the transaction and that it was a legitimate business transaction. (See “Documentation” section for more detail.)

If a discrepancy cannot be resolved, the transaction may be disputable. (See “Disputes” section for more information.)

No packet is required for SBO transactions as all documentation should be attached in Munis. Approvals for SBO transaction statements are done by the Account Manager(s) through Munis.

The account manager is responsible for reviewing all P-card documentation for accuracy and completeness. Any transaction that alarms the account manager should be investigated with the cardholder. Any suspicious account activity should be referred in writing to the program administrators.

Billing and Payment Process for School Board P-cards

In order to process payment by the due date, it is absolutely essential that this process be completed within 5 business days of the billing cycle cut-off date, or the last business day of each month.

Billing and Payment Process for Student Activity Fund P-cards

If the account manager has made any modifications to the information reported in the WORKS printout, the reconciling official must update the information in WORKS to reflect those modifications and reprint the Works printout.

- Once the reconciliation process has been completed for Student Activity Fund P-cards, the bookkeeper will issue a check to Bank of America from their Student Activity Fund accounting software in accordance with the same billing cycle as the FCPS school board accounts.

- Instead of forwarding the reconciled packets to accounts payable staff, the reconciling official will maintain all records associated with the Student Activity Fund P-cards at their site.

Documentation

Frederick County Public Schools is required to keep supporting documentation for all disbursements. Under the P-card program, transaction documentation fulfills this requirement. Acceptable forms of documentation include an itemized sales receipt when a purchase is made in person or an itemized confirmation page when orders are made online or over the phone.

Order forms or online company confirmation order forms may be used as documentation. In most cases, however, a simple sales receipt suffices. Acceptable documentation must be itemized (i.e., list all items purchased separately), must include pricing information, and must be signed/initialed by the person using the card for each transaction.

Each cardholder retains documentation for each transaction and submits the signed form to the department's reconciling official on an ongoing basis. Documentation is later used to determine expenditure accounts and establish the transaction as official FCPS business. This process is described in the section entitled "Ongoing Activity Process".

If no documentation is present, or if the documentation is unacceptable, the reconciling official should first contact the cardholder and attempt to recover the documentation. If acceptable documentation cannot be recovered, the cardholder must complete a "Lack of Documentation Waiver Statement" (Appendix D). This form requires the cardholder to indicate that the purchase is an official FCPS transaction and substitutes for acceptable documentation. Repetitive use of the documentation waiver should be cause for concern and should be addressed with any cardholder who is a repeat offender.

Documentation Best Practices

- Be strict in enforcing documentation rules.

Sales receipts are the FCPS's principal source of line-item detail. FCPS has not only a financial responsibility, but also a legal responsibility to collect these receipts.

Cardholder receipt retention and submission is a crucial part of the P-card process.

- Make sure Cardholders know repeatedly losing documentation is unacceptable.

The Lack-of-Documentation Waiver exists for exceptional cases, and should not be used frequently.

Cardholders who fail to submit acceptable documentation should expect their card activity to be scrutinized very carefully. Cardholders who have a history of failing to submit acceptable documentation may have their card privileges revoked.

Split Transactions

Occasionally, a cardholder may make a transaction that draws from more than one expenditure account, and this is allowable. Splitting the charges to a specific card so that card limit restrictions are not reached is called a split transaction. Split transactions are not allowable and could result in the removal of P-card privileges.

Cardholders are instructed to inform the reconciling official of the nature of their transactions when submitting transaction receipts, thereby helping the reconciling official determine to which account code the purchase should be charged.

Auditing

Each department conducts simple transaction auditing as part of the Ongoing Activity and Billing and Payment processes. Finance staff may make unannounced visits to audit transactions for compliance. Any discrepancies observed will be discussed with the account manager.

Account managers and reconciling officials review transaction receipts and billing statements for completeness, accuracy, and propriety, thereby ensuring that the P-card is being used properly. It is especially important to ensure that departmental cards are signed out and in by each employee wishing to make a transaction with a departmental card.

Departments may also request that the finance department pay special attention to certain activity in their auditing activities. The program administrator can develop custom reports to focus on specific accounts or specific activity. To do this, contact the program administrator.

What to Look for When Auditing

- An obvious split transaction (i.e., consecutive transactions to a single vendor that collectively exceed the cardholder's per-transaction spending limit).
- A transaction at an unfamiliar or unknown vendor.
- A transaction that appears to circumvent an existing FCPS contract.
- A transaction that appears to be non-official.
- A transaction that is not consistent with the cardholder's historical activity.
- A transaction that violates FCPS policies.

Any of these instances should first be investigated with the cardholder to clear up any possible misunderstanding, and then referred to the program administrator.

Auditing Best Practices

- Review transaction receipts closely.

Except in the case of vendors who have advanced data capture abilities, transaction receipts are FCPS' principal source of line-item detail for P-card purchases. Scrutinize the receipts when they are received, make sure they are signed by the purchaser, and review them again before they are approved for payment.

If a cardholder has a history of failing to produce acceptable transaction receipts, you should be concerned.

- Emphasize activity that you feel requires special attention.

As a department-level administrator, you are most familiar with your employees and their purchasing activity. Focus on transactions taking place during non-business hours. Never fail to review transaction activity.

- Better safe than sorry.

If something looks even a little suspicious, question the cardholder and contact the program administrator or purchasing supervisor.

Disputes

As a Visa customer, Frederick County Public Schools has the right to dispute inaccurate billings. These disputes are detected at the school/department level.

During the Billing and Payment process, department reconciling officials reconcile WORKS card activity printouts against collected documentation. During the reconciling process, erroneous transactions may be discovered. Disputable items may take one of several forms:

- Unrecognized/unauthorized charge
- Incorrect charge amount
- Duplicate charge
- Returned item not credited
- Vendor refuses to accept a return or refuses to exchange an incorrect order

For SAF transactions, to dispute a transaction, click on the “Dispute” button in the WORKS Transactions Requiring Review screen. Complete this form with the appropriate reason for disputing the charge. This will forward information to Bank of America, who will then work with the vendor to resolve the dispute. Disputed amounts will be credited to the statement balance when resolved.

For SBO transactions, if you see a charge that needs to be disputed contact the program administrators.

Card Limits

Each P-card is configured with built-in limits that govern where, when, and how the P-card is used. Limits are typically unique to each card. The types of limits are: single transaction, monthly transaction, and Merchant Category Codes (MCC).

Spending Limits

P-cards can be configured to prohibit spending greater than a specified ceiling over a specified period of time. Spending limits can be set on a daily, weekly, billing cycle, or fiscal year basis (e.g., \$1500 per day; \$10,000 per billing cycle). Spending limits may also be set for individual transactions (e.g., \$1500 per transaction). The per-transaction limit is set for most FCPS P-cards and is applied to both individual and departmental cards. Limits may be adjusted upon request and agreement by both the program administrators and account manager within limits established in School Board Policy and Regulation (see form in Appendix E).

MCC Limits

“MCC” refers to a Merchant Category Code. When signing up to accept Visa, a merchant uses a category-classification to describe what type of business it is (i.e., Amato’s Toy & Hobby would describe itself as a toy store). Cards can be configured either “to spend only at” or “not to spend at” specified MCCs.

The Commonwealth of Virginia has developed a list of blocked MCCs under a fraud category that will never be used by FCPS—a classification such as gambling, bars, tobacco, etc. A list of off limit MCC codes can be requested from the P-card Program Administrator.

Setting up Card Limits

Card limits are implemented in a hierarchical fashion consistent with the hierarchy described earlier in this manual.

Unless otherwise requested by the account manager and with the approval of the program administrators, all P-cards will be assigned the FCPS default limits. The program administrator will review account activity and recommend adjustments to the default limits for each account.

Changing Cardholder Limits

A cardholder may use the Cardholder Limit Change Request form (Appendix E) to modify his/her P-card limits. The form requires the cardholder to provide a reason for changing his/her card limits and must be approved by the cardholder's account manager and the program administrator before becoming effective.

Requests to change department default limits or department-wide MCC restrictions should be addressed in writing to the program administrator or purchasing supervisor.

Card Limits Best Practices

- Make the most of per-transaction and per-month spending limits.
Each card must have them, and the two limits are FCPS's principal means of controlling card spending. A default per-transaction limit has been established at \$1500 per transaction. Account managers can request lower limits for users who may require a lower per transaction limit.
- Use discretion when issuing cards.
Responsibility for card limits lies with the account manager. The account manager is most familiar with the department's employees and their purchasing responsibilities. The account manager is therefore most qualified to develop and enforce appropriate limits.

Account managers should consider cardholders' current duties, as well as responses provided on the Cardholder Application, when formulating limits.

The account manager must also consider each individual applicant personally. If the account manager is uncomfortable with an applicant, he/she should not issue a P-card.

Do not issue a P-card under the assumption that elaborate limits will preclude all possibility of misuse.

Cardholder Application Procedures

New accounts may be established through an application process using the Cardholder Agreement (Appendix C) and New/Replacement Card Request Form (Appendix E). If the new application is for an account manager, the completed form will be forwarded to the program administrator/purchasing supervisor for consideration. A new account application for a cardholder must be submitted to their account manager. The account manager has the option of approving or denying the application. When making this decision, careful consideration should be given to the information provided by the applicant.

If the account manager approves the application, he/she has the option of attaching limits to the approved cardholder. In the absence of limit information, a new card shall be assigned the FCPS default limits.

If the account manager denies the application, the application is considered “rejected.” No P-card may ever be issued without the consent of the account manager who oversees the funds from which the P-card will draw. The account manager should forward the denied application to the program administrator for filing. The department is encouraged to keep copies of all applications for its records.

The program administrator also has the opportunity to approve or deny the application. Any party’s denial of the application is considered a “rejection” of the application. The program administrators additionally have the opportunity to modify the account

manager's recommended limits, although this step should be taken in consultation with the account manager.

Approved applicants must sign the FCPS Cardholder Agreement before receiving his/her P-card. When the new cardholder receives the P-card, the program administrator sends an email to the department's account manager and reconciling official informing them that the account has become active.

Cardholder Application Best Practices

- Only give out as many P-cards as absolutely necessary.

Not every employee who wants a P-card will use it enough to justify having it.

- Consider the character of the applicant.

If the account manager does not trust an applicant, that applicant is not an appropriate cardholder.

- P-cards are not tied to job description.

- An applicant is not entitled to hold a P-card simply because his/her predecessor held one. The account manager is responsible for judging each individual applicant's fitness to hold a P-card.

End-of-Year Procedures

Funds equal to the amount of each transaction are exported from the WORKS system to the Munis on an ongoing basis for school board accounts, thereby keeping expenditure accounts current. Departments should therefore never be surprised when/if they exhaust an expenditure account. The department's account manager and/or bookkeeper are expected to detect potential shortfalls and take appropriate action well before the account is exhausted.

As the end of a fiscal year approaches and funds may be more difficult to replenish using transfers, an account manager may choose to limit or suspend P-card use in the department.

Because the corporate statement is set up to close on the last business day of each month, it is not possible to use the P-card for purchases using next fiscal year's funds prior to June 30. For example, it is not possible for a teacher to request to use a card to register for a July conference in June if the intent is to use next year's funds.

Appendix A

Responsibilities Associated with the Purchasing Card

Responsibilities of the Cardholder

- Use the P-card to purchase in accordance with policies articulated in the Purchasing Card Program Manual, School Board Policy and Regulation, and other materials circulated by the program administrator and his/her account manager
- Receive cardholder training and sign the FCPS Cardholder Agreement.
- Ensure receipt of merchandise; follow up with vendors to resolve problems and arrange for returns, credits, etc.
- Submit signed/initialed and itemized receipts or other itemized supporting documentation for each transaction to their school or department's reconciling official.
- Communicate with reconciling official to ensure that submitted receipts are complete, accurate, and all-inclusive.
- Safeguard card security (card number, expiration date and PIN) at all times (**whenever possible PIN numbers should not be kept with the P-card**).
- Retain responsibility for all purchases made with the P-card that displays his/her name and when using a card issued to his/her department.
- Repay improper charges made unintentionally.
- Report lost or stolen cards to Bank of America immediately (1-888-449-2273).
- Review sales receipt/order form to make sure vendor did not charge sales tax.

Responsibilities of the Departmental Reconciling Official

- Receive cardholder's signed receipts and other documentation on an ongoing basis.
- Review receipts and supporting documentation for propriety.
- Assign expenditure accounts in Munis for SBO transactions and record transactions and accounts in the SAF software for SAF transactions.
- Review sales receipt for sales tax.
- Reconcile transactions in Munis to applicable billing statement.
- Detect discrepancies and dispute inaccurate transaction billings.

- Sign the Purchasing Card Sign In/Out Log where indicated
- Work with account manager to obtain authorization for payment of card activity.
- Ensure the timely delivery of a complete and accurate payment file to the finance department.
- Report questionable activity to the program administrator.
- Be prepared for unannounced P-card audits.
- Enter student activity fund transactions in student activity fund software.
- Receive, review, and file the Purchasing Card Sign In/Out Log and all supporting documentation for student activity fund P-card packets at school site.
- Issue payment to Bank of America for student activity fund transactions in a timely manner.

Responsibilities of the Account Manager

- Review card activity documentation—including statements, and receipts..
- Authorize payment of card activity by signing each documentation package where indicated on the authorization for payment for SAF transactions or approve the batch of transactions in Munis.
- Maintain departmental policies regarding P-card use (as necessary) and inform the program administrator of these policies.
- Designate a reconciling official to assume responsibility for the timely processing of end-of-month transactions.
- Receive and approve/deny employee applications to hold a P-card.
- Work with the program administrator to set limits for cardholders and the department.
- Report questionable activity to the program administrator.

Responsibilities of the Finance Department

- Receive and review all supporting documentation for Munis batch transactions.
- Review department-approved transactions for appropriate allocation.
- Reimburse Bank of America for the FCPS' total card activity every cycle.

Responsibilities of the Program Administrators

- Use WORKS to conduct visual audits and review transactions for compliance with purchasing and P-card guidelines.
- Perform announced and unannounced site visits to schools/departments for compliance.
- Manage P-card vendor relationships.
- Create and maintain a division-wide reporting hierarchy.
- Receive and approve/deny employee applications to hold a P-card.
- Receive allegations of non-compliance, and take further action as necessary.
- Receive exception reports from Bank of America's fraud department and take further action as necessary.
- Organize and track disputed-item claims.
- Review P-card usage policies for effectiveness, and make revisions as necessary.
- Maintain files as directed in the Program Manual.
- Develop and conduct Training sessions.
- Coordinate staff efforts related to P-card in the finance department.
- Perform announced and unannounced site visits to schools/departments for compliance.

Frederick County Public Schools Purchasing Card Sign In/Out Log

School/Department Name: _____

P-card Sign-Out Log - Month of _____

Last 4 digits of card #	Date Signed Out	Signature (Out)	Signature (In)	Date Returned	Amount	Vendor/Notes

Reconciling Official:

Reconciling Official Signature _____

Date _____

Frederick County Public Schools Purchasing Card Sign In/Out Log

School/Department Name: _____

P-card Sign-Out Log - Month of _____

Last 4 digits of card #	Date Signed Out	Signature (Out)	Signature (In)	Date Returned	Amount	Vendor/Notes

Reconciling Official:

Reconciling Official Signature _____ Date _____ Account Manager Signature _____ Date _____

Appendix C – Cardholder Agreement

Last four digits of
card:

Frederick County Public Schools Purchasing Card (P-card) Cardholder Agreement

I, _____, acknowledge that, if approved as an approved card holder for my site, I will abide by the established policies and procedures governing the use of purchasing cards in Frederick County Public Schools. As an approved card holder, I agree to comply with the following terms and conditions regarding the use of the school/departmental general P-card and travel P-card.

I understand that I am being entrusted with a valuable purchasing tool and will be making financial commitments on behalf of Frederick County Public Schools (FCPS) and will strive to obtain the best value for the school division by using existing school and state contract suppliers whenever possible.

I understand that FCPS is liable to the P-card Provider for all charges made on the P-Card.

I understand that misuse of P-card and/or lack of appropriate transaction documentation could result in FCPS reclaiming charges against my assigned P-card from me by deducting the amount from my pay.

I agree to monitor account activity to ensure that the P-card is used for approved purchases only and agree not to charge any personal purchases for myself or allow any other card user to charge any personal purchases. I understand that FCPS will audit the use of this card and the related management reports and take appropriate action on any discrepancies.

I agree not to share the department card(s) or the department card(s) number(s) with anyone other than employee users or the vendors I am doing business with. I agree that if I share the department card(s) or department card(s) number(s) with anyone other than a vendor with whom I am doing business, FCPS will take disciplinary action as a result.

I will follow the established procedures for the use of the P-card. Failure to do so may result in either revocation of my use privileges or other disciplinary action, up to and including termination of employment.

I agree to notify the finance department immediately upon termination of my employment (including retirement) to remove my access to the Bank of America works system. Should there be any organizational change that causes my location to change, I also agree to notify the P-card program administrator.

If the P-card is lost or stolen, I will notify Bank of America at 1-888-449-2273 and the P-card program administrator at 540-662-4518 ext. 88104 or 88237 immediately.

Appendix C – Cardholder Agreement

The school division may change these terms and conditions or its guidelines concerning the use of the P-card and I understand that I must comply with those changes.

As the custodian of the issued card(s), I have read and understand the terms and conditions stated above.

Employee Signature Date Location

Account Manager Signature Date Location

Card Received:	Date:	Initials:
----------------	-------	-----------

Program Administrator Signature/Date

Appendix C – Reconciler Agreement

Frederick County Public Schools Purchasing Card (P-card) Reconciler Agreement

I, _____, acknowledge that, as an approved reconciling official for my site, I will abide by the established policies and procedures governing the use of purchasing cards in Frederick County Public Schools. As an approved reconciling official, I agree to comply with the following terms and conditions regarding the use of the school/departmental general P-card and travel P-card.

I understand that I am being entrusted with a valuable purchasing tool and will be making financial commitments on behalf of Frederick County Public Schools (FCPS) and will strive to obtain the best value for the school division by using existing school and state contract suppliers whenever possible.

I understand that FCPS is liable to the P-card Provider for all charges made on the P-Card.

I agree to monitor account activity to ensure that the P-card is used for approved purchases only and agree not to charge any personal purchases for myself or allow any other card user to charge any personal purchases. I understand that FCPS will audit the use of this card and the related management reports and take appropriate action on any discrepancies.

I understand that I am encouraged to and should report suspicious or fraudulent activity to P-card program administrator or the purchasing supervisor. (All reports of suspicious or fraudulent activity are treated in a confidential manner.)

I agree not to share the department card(s) or the department card(s) number(s) with anyone other than employee users or the vendors I am doing business with. I agree that if I share the department card(s) or department card(s) number(s) with anyone other than a vendor with whom I am doing business, FCPS will take disciplinary action as a result.

I will follow the established procedures for the use of the P-card. Failure to do so may result in either revocation of my use privileges or other disciplinary action, up to and including termination of employment.

I agree to notify the finance department immediately upon termination of my employment (including retirement) to remove my access to the Bank of America works system. Should there be any organizational change that causes my location to change, I also agree to notify the P-card program administrator.

If the P-card is lost or stolen, I will notify Bank of America at 1-888-449-2273 and the P-card program administrator at 540-662-4518 ext. 88104 or 88237 immediately.

Appendix C – Reconciler Agreement

The school division may change these terms and conditions or its guidelines concerning the use of the P-card and I understand that I must comply with those changes.

As the custodian of the issued card(s), I have read and understand the terms and conditions stated above.

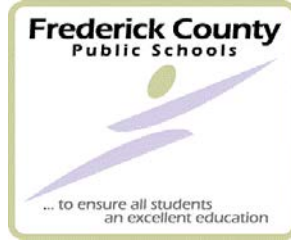
Employee Signature Date Location

Account Manager Signature Date Location

Training Received:	Date:	Initials:
Card Received:	Date:	Initials:

Program Administrator Signature/Date

Appendix D – Lack of Documentation Waiver



Frederick County Public Schools Purchasing Card Program

Lack-of-Documentation Waiver Statement

I, _____ acknowledge that I am unable to submit the required
(print name)
documentation for the purchasing card transaction made at _____
(vendor)
on _____ for _____. In lieu of this documentation is my
(date) (amount)
statement below:

Please describe the purchase:

I certify that the above statement is true and was proper use of my FCPS Purchasing Card and was consistent with all applicable FCPS policies.

(Department)

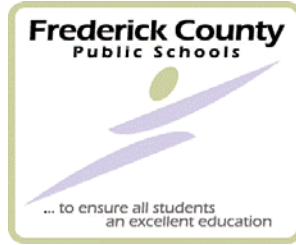
(Cardholder Signature & Date)

(Account Manager Signature & Date)

Forward this statement to your school/department's reconciling official, who will attach it to your P-card statement.

Repeated lack of documentation may be grounds for suspension of your P-card privileges.

Appendix E – New/Replacement Card Request Form



New/Replacement Card Request Form

Cardholder Information (to be completed by Cardholder)	
Name:	
Department:	
Purchase Card or Travel Card (circle one)	
Card Information & Limits	
<i>Description</i>	<i>Requested Limit</i>
Per Transaction limit:	\$
Monthly Credit Limit:	\$
Reason for Request:	
<p>Please fill out and attach the Cardholder Agreement form and send it back to the Program Administrator. To schedule training please contact Janeen Lloyd at ext. 88104 or Kristy Varda at ext. 88237.</p>	
Cardholder Signature and Date:	
Account Manager Signature and Date:	
Program Administrator Signature and Date:	

FCPS

Card Limit Change Request

Cardholder Information (to be completed by Cardholder)		
Name:		
Department:		
Last Four Digits on P-card		
Card Information & Limits		
<i>Description</i>	<i>Old Limit</i>	<i>Requested Limit</i>
Dollars-per-day limit:		
Dollars-per-month limit:		
Transactions-per-day limit:		
Transactions-per-month limit:		
Reasons for Change:		
We believe that this change limit request is appropriate and consistent with the Cardholder's job-related duties and that by changing the limits as requested above will allow the Cardholder to make better use of the P-card in his/her role.		
Cardholder Signature and Date:		
Account Manager Signature and Date:		
Program Administrator Signature and Date:		

Appendix F: SAF Workflow Images

Bank of America WORKS – Transaction Processing Workflow For SAF Transactions:

Step 1: Click on Pending under Transactions awaiting “Sign-off”

Action	Acting As	Count	Type	Current Status
Download		27	Report	Ready
Close	Accountant	180	Transaction	Open
Sweep	Accountant	480	Transaction	Pending
Sign Off	Accountholder	1	Transaction	Pending

4 Items Show 10 per page Page: 1 of 1

Step 2: Click on drop-down menu on transaction number (TXN), click “Allocate/Edit)

Transactions - Accountholder

>> Pending Sign Off Signed Off Flagged All

Document	Account ID	Sign Off
TXN00039378	8203	none

- Allocate / Edit
- Sign Off
- View Full Details
- Dispute
- Retry Automatch
- Divide
- Mark Receipt Status
- Add to Expense Report
- Manage Receipts
- Print

1 Selected | 1

Retry Automatch Add to Expense Report Attach

Step 3: Assign GL Codes to the transaction, by either typing in number for each account code element or using drop down menu for each element. After account codes have been assigned, Click on Save.

Allocation Details - TXN00039378 - OFFICEMAX CT IN#617751

Allocation Purchase

Comp/Val/Auth	Value	Description	GL01: Fund	GL02: Function	GL03: Cost Center	GL04: Program
	1,321.25	OFFICEMAX CT IN#617751 - Purchase				

0 Selected | 1 Item

Allocation Details - TXN00039378 - A - OFFICEMAX CT IN#617751 12/11/2014 | Source Amount: 1,290.00 USD

Allocation Purchase Amount: 1,290.00 Allocation Total: 1,290.00 | 100% Variance: 0.00

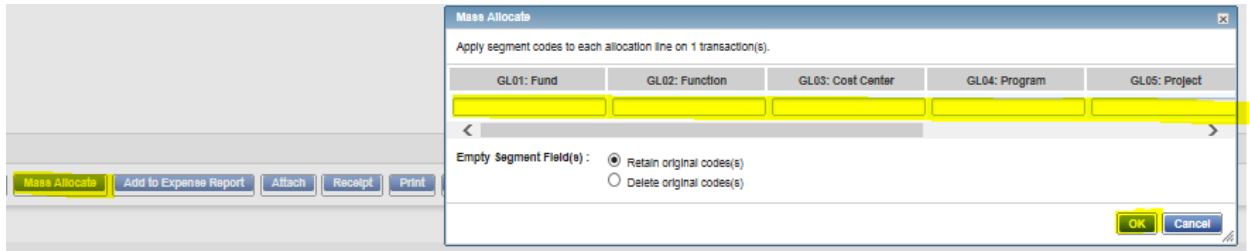
Comp/Val/Auth	Value	Description	GL01: Fund	GL02: Function	GL03: Cost Center	GL04: Program	GL05: Project
	1,290.00	OFFICEMAX CT IN#617751 - Purchase	50	1100	2	1	000

0 Selected | 1 Item

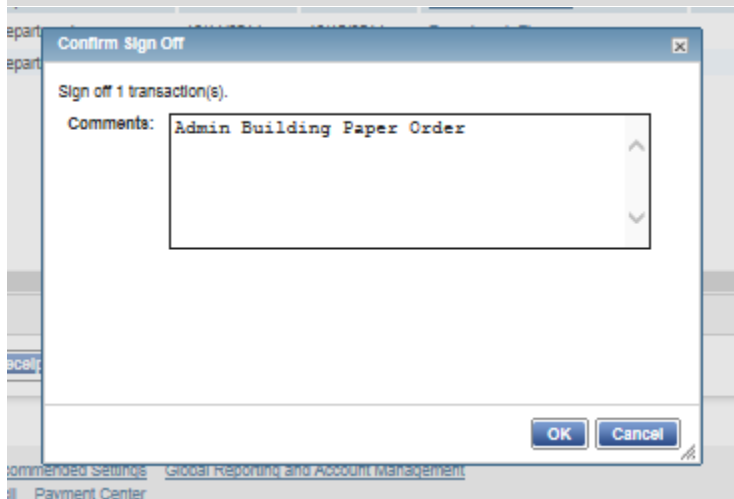
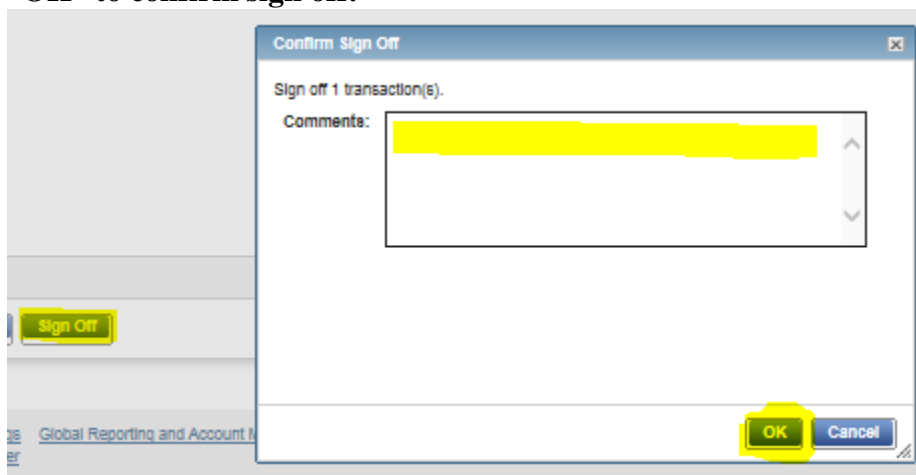
Remove Add Duplicate Clear GL

Save Close

Step 3 (option): You can Mass Allocate transactions with the same account code by placing a check mark next to multiple transactions and selecting “Mass Allocate” button on bottom left of screen.



Step 4: Once account codes have been assigned, you will sign-off on the transactions. A confirmation screen will pop-up that allows you to enter a comment. Once complete click “OK” to confirm sign off:







Step 5 : Once you have coded and signed off on your transactions, you are ready to run and print your GL memo statement from the WORKS program.

5.a – Click on Reports → Completed Reports

Home Expenses Accounts Reports Accounting Administration					
Reports > Completed					
Completed Reports					
		Queued At	Report Name	Status	New
<input type="checkbox"/>	<input type="checkbox"/>	12/02/2014 12:00 AM CST	GL Memo Statement	Ready	<input checked="" type="checkbox"/> PDF

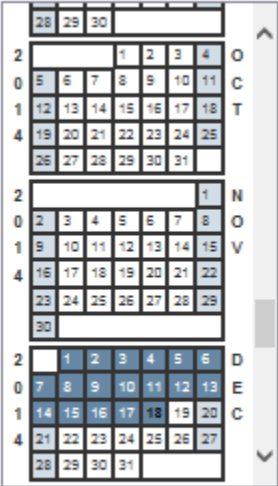
5.b Click on Modify/Run on the drop-down box when hovering over “GL Memo Statement” or other report name.

		Queued At	Report Name
<input type="checkbox"/>	<input type="checkbox"/>	12/02/2014 12:00 AM CST	GL Memo Statement
<input type="checkbox"/>	<input type="checkbox"/>	12/02/2014 12:00 AM CST	
<input type="checkbox"/>	<input type="checkbox"/>	11/30/2014 12:01 AM CST	
<input type="checkbox"/>	<input type="checkbox"/>	11/30/2014 12:01 AM CST	
<input type="checkbox"/>	<input type="checkbox"/>	11/30/2014 12:01 AM CST	
<input type="checkbox"/>	<input type="checkbox"/>	11/30/2014 12:01 AM CST	

-  **Modify / Run**
-  Add Output Type
-  Change Expiration
-  Delete

5.c. Change the Post Date Filter to match the activity that you are reconciling

Select Dates

	<table style="width: 100%; border: 1px solid gray;"> <tr> <td>MM</td> <td>DD</td> <td>YY</td> </tr> <tr> <td style="border: 1px solid gray;">12</td> <td style="border: 1px solid gray;">1</td> <td style="border: 1px solid gray;">2014</td> </tr> <tr> <td style="border: 1px solid gray;">12</td> <td style="border: 1px solid gray;">18</td> <td style="border: 1px solid gray;">2014</td> </tr> </table> <ul style="list-style-type: none"> <input type="radio"/> Month-to-Date <input type="radio"/> Cycle-to-Date <input type="radio"/> Year-to-Date <input type="radio"/> Selected Week <input type="radio"/> Selected Month <input type="radio"/> Selected Cycle <input type="radio"/> Previous Week <input type="radio"/> Previous Month <input type="radio"/> Past 30 days <input type="radio"/> Previous Cycle <input type="radio"/> Past <input type="text" value="30"/> days <input type="radio"/> Today <input checked="" type="radio"/> Custom 	MM	DD	YY	12	1	2014	12	18	2014
MM	DD	YY								
12	1	2014								
12	18	2014								

5.d Add a filter for “Sign-off Date” to capture only the activity that you have coded and signed off on.

Add filter:

Grp: 1 selected Include subgroups

Transaction Type: Cash advance Misc Credit Misc Debit Purchase Reimbursement Payment

Post Date: 12/01/2014 - 12/18/2014

CH Signoff Date: All Dates

Select Dates

28	29	30			
2		1	2	3	4
5	6	7	8	9	10
11	12	13	14	15	16
17	18	19	20	21	22
23	24	25	26	27	28
29	30	31			

MM DD YY

12 18 2014

12 18 2014

Month-to-Date

Cycle-to-Date

Year-to-Date

Selected Week

Selected Month

Selected Cycle

Previous Week

Previous Month

Past 30 days

Previous Cycle

Past days

Today

Custom

OK Cancel

5.e – Submit Report

5.f – Download report by clicking on the “PDF” or other file type link next to the submitted report.

Do you want to open or save **GL Memo Statement.pdf** from **payment2.works.com**? Open Save Cancel

5.g – Print Report

GL Memo Statement						
			CH Signoff Date: Between 2014-12-18 00:00:00 and 2014-12-18 00:00:00			
			Company Name: 067 Frederick Co Schools			
			Grp: One of: Finance Department			
			Post Date: Between 2014-12-01 00:00:00 and 2014-12-18 00:00:00			
			Report Owner: Higdon, Josh			
			Report Time: 2014-12-18 08:42:21			
			Transaction Type: One of: Cash advance or Misc Credit or Misc Debit or Purchase or Payment			
Item GL Combination	Txn Number	Card Last 4 Digits	Post Date	Credit	Debit	Vendor Name
	MCC	Item Tax		Item Price	Payment Amount	Item Description
50.1100.2.1.000.008014.50.00						
	TXN00039378-A	8203	12/11/2014	0.00	1,290.00	OFFICEMAX CT IN#617751
	5943	0.00		1,290.00	0.00	OFFICEMAX CT IN#617751 - Purchase
count: 1					1,290.00	
		0.00			1,290.00	
report count: 1						

1. From the HOME page, click on the Open Link.

Action	Acting As	Count	Type	Current Status
Download		3	Report	Ready
Close	Accountant	100	Transaction	Open
Sweep	Accountant	324	Transaction	Pending

2. Once on the “Close” activity screen, create a filter so you only see your transactions. To do this Click on the << symbol in the upper, left-hand corner. Then filter by clicking on “Group” and type your group name in the box. Then click “search”.

Transactions - Accountant

<< Pending Sign Off Open

Advanced Filter

- + Date - All Dates
- Group - Finance Department
 - Finance Department
- + Account - All
- + Corporate Account - All
- + Purchase Request - All
- + Amount Range - All
- + Dispute Status - All
- + Account Status - All
- + GL Allocation Status - All
- + AH Sign Off - Show All
- + APR Sign Off - Show All
- + Matched Status - All

Search Reset

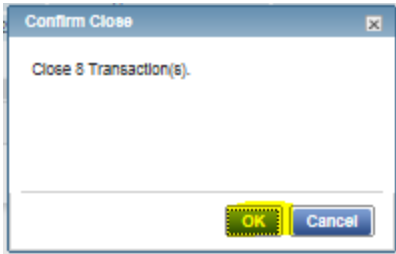
3. Click on all Signed-off Transactions and then Click “Close”.

	Document	Account ID	Sign Off	Group	Date Posted	Date Purchased
<input checked="" type="checkbox"/>						
<input checked="" type="checkbox"/>	TXN00038083	9154	AH (APR)	SAF James Wood Middl...	11/05/2014	11/04/2014
<input checked="" type="checkbox"/>	TXN00038084	9154	AH (APR)	SAF James Wood Middl...	11/05/2014	11/05/2014
<input checked="" type="checkbox"/>	TXN00038085	9154	AH (APR)	SAF James Wood Middl...	11/05/2014	11/05/2014
<input checked="" type="checkbox"/>	TXN00038086	9154	AH (APR)	SAF James Wood Middl...	11/05/2014	11/04/2014
<input checked="" type="checkbox"/>	TXN00038087	9154	AH (APR)	SAF James Wood Middl...	11/05/2014	11/05/2014
<input checked="" type="checkbox"/>	TXN00038146	9154	AH (APR)	SAF James Wood Middl...	11/06/2014	11/06/2014
<input checked="" type="checkbox"/>	TXN00038622	9154	AH (APR)	SAF James Wood Middl...	11/18/2014	11/18/2014
<input checked="" type="checkbox"/>	TXN00038682	9154	AH (APR)	SAF James Wood Middl...	11/19/2014	11/18/2014

5 Selected | 8 Items

Mass Allocate Attach Flag Receipt Print **Close**

- 3.a Confirm by clicking “OK”



- Now "Closed" Transaction need to be batched. Click on Tab labeled "Ready to Batch" and check all transactions you are ready to batch.

Transactions - Accountant

>> Pending Sign Off Open **Ready to Batch** Flagged All

	Document	Account ID	Sign Off	Group	Date Posted	Date Purchased
<input checked="" type="checkbox"/>						
<input checked="" type="checkbox"/>	TXN00038083	9154	AH (APR) A...	SAF James Wood Middl...	11/05/2014	11/04/2014
<input checked="" type="checkbox"/>	TXN00038084	9154	AH (APR) A...	SAF James Wood Middl...	11/05/2014	11/05/2014
<input checked="" type="checkbox"/>	TXN00038085	9154	AH (APR) A...	SAF James Wood Middl...	11/05/2014	11/05/2014
<input checked="" type="checkbox"/>	TXN00038086	9154	AH (APR) A...	SAF James Wood Middl...	11/05/2014	11/04/2014
<input checked="" type="checkbox"/>	TXN00038087	9154	AH (APR) A...	SAF James Wood Middl...	11/05/2014	11/05/2014
<input checked="" type="checkbox"/>	TXN00038146	9154	AH (APR) A...	SAF James Wood Middl...	11/06/2014	11/06/2014
<input checked="" type="checkbox"/>	TXN00038622	9154	AH (APR) A...	SAF James Wood Middl...	11/18/2014	11/18/2014
<input checked="" type="checkbox"/>	TXN00038682	9154	AH (APR) A...	SAF James Wood Middl...	11/19/2014	11/18/2014

<

8 Selected | 8 Items

Mass Allocate Attach Flag Print **Batch**

- After clicking "Batch" a pop-up window appears, and you will need to name your batch. Click on the "Batch expenses in:" dropdown and select New Batch

Batch Expenses

Batch expense(s) in: Existing Batch

	Created Date	Batch Name	Document Count
<input type="radio"/>	12/09/2014	Bhes113014	1
<input type="radio"/>	12/12/2014	B&G 012015	32
<input type="radio"/>	12/12/2014	CTE 012015	11
<input type="radio"/>	12/15/2014	SUP 012015	1
<input type="radio"/>	12/16/2014	DJH 012015	11
<input type="radio"/>	12/17/2014	SAFREAMS/11/30/15	8
<input type="radio"/>	12/17/2014	JWH 012015	11

0 Selected | 7 Items Show 10 per page Page: 1 of 1

OK Cancel

4.a. Name your batch, e.g. “JWMS-SAF 11/2014” and click OK.

Batch Expenses

Batch expense(s) In: New Batch

* Batch Name: JWMS-SAF 11/2014

Comments:

OK Cancel

6. Now you need to Lock your created Batch. Click on Expenses→Batches. Place a checkmark next to your created batch and click on “Lock”.

Expenses > Batches

Batches		Batch Name	Created
<input type="checkbox"/>	<input type="checkbox"/>	B&G_012015	12/12/2014
<input type="checkbox"/>	<input type="checkbox"/>	Bhee113014	12/09/2014
<input type="checkbox"/>	<input type="checkbox"/>	STE_012015	12/12/2014
<input type="checkbox"/>	<input type="checkbox"/>	DJH_012015	12/16/2014
<input type="checkbox"/>	<input type="checkbox"/>	JWH_012015	12/17/2014
<input checked="" type="checkbox"/>	<input type="checkbox"/>	JWMS-SAF_11/2014	12/18/2014
<input type="checkbox"/>	<input type="checkbox"/>	SAPFRAMS11/20/15	12/17/2014
<input type="checkbox"/>	<input type="checkbox"/>	SUP_012015	12/15/2014

1 Selected | 8 Items Show 10 per page

Lock Delete Merge Export

Appendix G: Munis Step – by – Steps

P-cards – Steps for Bookkeepers to approve in Tyler

(no longer Bank of America – the p-cards are imported into Munis)

Tyler Menu

Financials
Accounts Payable
Invoice Processing
Purchase Cards
Purchase Card Statements

You will receive an email that p-cards are ready to import

Click 'Search'

Click 'Accept'

Click 'Browse' to see all cards

Click on the card # that you will be processing then click 'Accept' to see transactions

Double click on the first transaction under 'Transactions'

Verify the account code

If you need to change click 'Update' to change the account code

Otherwise, click 'Attach' to attach a receipt to the p-card transaction

A window will appear (Document Mappings) – double click on 'Purchase Card Transaction' NOT 'Purchase Card Statement'

Click 'New'

Click 'Scan' or Click 'Import' (if saved on the computer)

Click 'Save'

Click 'Close Viewer'

To move to next transaction click the right arrow at the bottom of the screen > (1 of __)

Look at the transaction account code then follow the steps listed above

When batch is completed Click 'Return' then Click 'Release'

Once released it goes to the account holder for approval

After it's approved you can go to 'Invoice Inquiry' to find the transactions

P-card vendor is #999999 (instead of #8206 – Bank of America)

Appendix H: Attaching in Munis

Financials – Accounts Payable – Invoice Processing – Purchase Cards – **Purchase Card Statements**

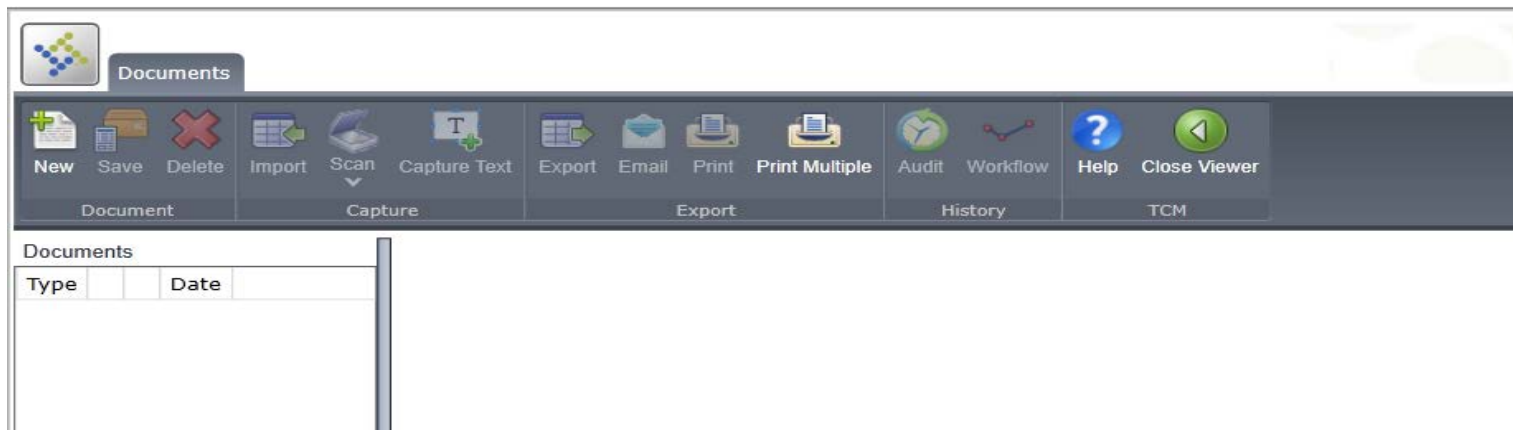
Search → **Accept**

This will open up your Statement ID (the ID # will vary, and you may have multiple statements)

The screenshot shows the 'Purchase Card Statements - Munis [Frederick County Public Schools]' interface. At the top, there is a navigation bar with a 'HOME' button and a search bar. Below this is a toolbar with various icons for actions like 'Accept', 'Cancel', 'Search', 'Query Builder', 'Add', 'Update', 'Delete', 'Global-Duplicate', 'Print', 'Text file', 'PDF', 'Excel', 'Word', 'Email', 'Schedule', 'Office', 'Attach', 'Notes', 'Notify', 'Maplink', 'Alerts', 'Transactions', 'Transaction Search', 'GL Allocations', 'Release', 'Mass Release', and 'More...'. The main content area is divided into sections: 'Statement ID' (with a dropdown menu showing '1'), 'Card' (with fields for 'Card number' (0019), 'Name on card' (Stonewall Elementary School), and 'Dept' (E1111 Stonewall)), 'Statement Details' (with fields for 'Code' (DEC1), 'Status' (Released), 'GL year/period' (2017 7), 'GL effective date' (01/09/2017), 'Invoice date' (01/09/2017), and 'Total'), and 'Transactions' (a table with columns for 'Charge Date', 'Import Date', 'Vendor', 'Description', 'Bank Transact...', and 'Amount').

Charge Date	Import Date	Vendor	Description	Bank Transact...	Amount
11/30/2016	01/09/2017	OFFICE DEPOT #5910	OFFICE DEPOT #5910		
12/07/2016	01/09/2017	THINK SOCIAL PUBLISHING	THINK SOCIAL PUBLISHING		

Click **Attach** → Double Click **Purchase Card Statement** (opens the screen on the next page)



Click **New** → **Scan** → **Save** → **Close Viewer**