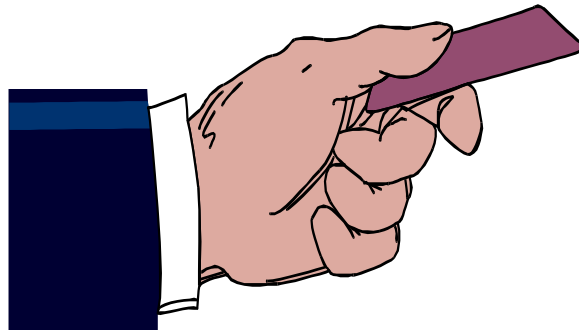


CITY OF OVERLAND PARK PURCHASING CARD HANDBOOK



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INTRODUCTION

General

As part of our continuing effort to improve service while reducing costs, the City of Overland Park has implemented the Purchasing Card Program. Implementing the Purchasing Card Program is an important part of re-engineering the way purchasing and payables are processed by the City. Purchasing Cards will enable the City to streamline the purchasing/payment process for small purchases and realize cost savings in the reduction of invoices and checks. This cost-effective Purchasing Card program will allow you, the Cardholders, to expedite small purchases and reduce administrative costs.

A number of unique controls have been developed for the Purchasing Card Program that do not exist in a traditional credit card environment. These controls ensure that the card will be used for only official operational purchases and within specific dollar limits. In addition, documentation of all purchases is required by each Cardholder, with verification and approval performed by a department representative before payment is made.

This handbook specifically governs the City's Purchasing Card Program, and has been developed to assist you in better understanding the program by providing step-by-step instructions on the use of the Purchasing Card.

REQUESTING A PURCHASING CARD

To request a card, discuss your situation with your supervisor. Next, complete the Purchasing Card Cardholder Action Request form found in Appendix E. For assistance in completing the form, see Appendix A for the contact person for your department. The form must be signed by your supervisor and department director.

The Program Administrator will review the form and work with UMB Bank to get a card issued. You will be required to attend a training class on the use of the Purchasing Card and sign the Purchasing Card User Agreement (see Appendix D for a copy of this form) before the card will be given to you.

If at any time your purchasing needs change, complete Cardholder Action Request form indicating the changes you wish to make. You must obtain your supervisor's and your department head's approval signatures before submitting the form.

ABOUT YOUR CARD

Receiving Your Card

The Program Administrator will distribute Purchasing Cards. You are required to attend a short training session in order to receive your card.

Purchasing Cards are issued in your name, but they are the property of the City. Although the Purchasing Card is issued in your name, its use does not affect your personal credit in any way.

Card Restrictions

Purchasing parameters are assigned to individual Cardholders based on the information provided on the Cardholder Action Request Form (Appendix E) approved by your department director. These parameters can include:

- Monthly dollar limit
- Dollar limits per transaction
- Dollar limits per day
- Number of transactions per day
- Merchant Category Code restrictions (inclusion/exclusion of merchant category types)

Information on your specific limits was provided to you at the training class you attended when you first got your card. For questions about your limits, please contact your goal area accountant.

This means that each cardholder, each department, or each division can have its own 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 in time that a limit is too low to accommodate your needs or that other parameters are too restrictive, please contact your goal area accountant to re-evaluate your card parameters.

Restricted Purchases On Your Purchasing Card

Individual Purchasing Cards have been "blocked" against use with certain nonbusiness related establishments as well as other types of purchases based on job duties. This has been done by denying approval on certain Merchant Category Codes (MCCs). If you attempt to use your Purchasing Card for unauthorized purchases, the transaction will be declined at the point of sale.

The following are examples of items that have been blocked on all purchasing cards or are **NOT** to be purchased with the Purchasing Card:

Personal Items Cash Advances Alcoholic Beverages

The blocking of MCCs based on job duties is done by setting up various authorization strategies. See OPNet for an up-to-date list of authorization strategies. An authorization strategy is a group of MCCs that have been opened up for purchasing. The authorization strategy assigned to your card is based on the types of purchases you make on a regular basis in the course of your job duties. The authorization strategy assigned to your card was chosen by your supervisor or department director.

GUIDELINES FOR USAGE

The Purchasing Card is a **supplement** to the City's existing purchasing program. The use of the Purchasing Card does not relieve the Cardholder from complying with City ordinances, regulations, policies, and procedures. If you have any questions about procurement regulations, please contact your department's goal area accountant (see Appendix A).

Purchase Types

1. Telephone/On-line Orders

When ordering by telephone or on-line, indicate that you wish to pay with a Visa Purchasing Credit Card. This procedure is very similar to that of making a telephone/on-line purchase with your personal card. Be sure to give the correct delivery location (address, office, floor number).

Give the account number and expiration date to the vendor for input. Confirm the transaction is **sales tax exempt**. Make sure the vendor does not bill the City. Follow the account reconciliation procedures in the Payment Process Section of this document.

2. In-Person Purchases

Tell the vendor you wish to pay for the goods with a Visa Purchasing Credit Card. Confirm the transaction is **tax exempt**. Sign and take your receipt. Make sure the vendor does not bill the City. Follow the account reconciliation procedures in the Payment Process Section of this document.

3. Restaurant Meals – In-City Meeting Expense

Follow the guidelines found in COP 206, Section VII.A.1.f and VII.A.2.

The following apply when using the Purchasing Card.

1. Purchases must be made in compliance with City policies and procedures.
2. Each single purchase may be comprised of multiple items, but the total cannot exceed \$1,000, at which point a purchase order is required. If you are authorized to pay registration fees, the transaction amount can exceed \$1,000 without requiring a purchase order.
3. Purchases must not be split to circumvent the normal purchasing process.
4. The card **cannot** be used to purchase items for which a purchase order exists.
5. When purchases exceed the Purchasing Card limits, normal purchasing procedures should be followed.
6. Cardholders should ensure that sufficient budget authority is available prior to making purchases.

7. Cardholders must obtain an itemized receipt for every purchase.

Sales Tax

All purchases are sales tax exempt, so there should be no sales tax on purchases made with your Purchasing Card. Our sales tax exemption status appears on the front of your card. However, you will need to point this out to the sales person as they do not always look at the card. Do not sign the receipt until you have verified sales tax has not been charged. It is your responsibility to ensure sales tax is not charged on your purchase.

Should a supplier request a copy of the City's Sales Tax Exemption Form, please direct them to Accounts Payable.

Travel

The Purchasing Card can be used for travel expenditures within the parameters of the City's travel policy, COP 206. Use of the Purchasing Card is the same as obtaining a cash advance check for the trip. Therefore, a certified travel expense statement must be completed, just as if you had received a cash advance check for the trip. The certified travel expense statement form has been updated to account for amounts paid on the Purchasing Card (this form can be found under the Finance tab of the Excel templates).

Receipts for travel expenditures should be attached to the certified travel expense statement. The cardholder should indicate on the Purchasing Card statement that the receipts are attached to the certified travel expense statement. There is no need to make a copy of the receipt.

The following paragraphs describe the various situations in which the Purchasing Card can be used for travel expenditures.

Cardless Travel Account

This account is generally issued to the staff in a department who make travel arrangements for the entire department. This account does not have a card; it is just an account number since travel arrangements are generally made on the phone or via the Internet. This account is issued to an individual, who will be responsible for completing the reconciliation of this account and providing documentation to support the transactions that hit the account. The following chart describes the types of travel expenditures allowed on the Cardless Travel Account.

Airline Tickets	Purchase Note: <i>Some websites have placed restrictions on purchases. Read website disclaimers carefully before purchasing.</i>
Car Rental	Reservation and rental fees. Note: <i>It is best to ask up front when making the reservation what the company's policy is regarding credit cards. Some companies require that the name on the card match the driver's name, in which case, the cardless travel account cannot be used.</i>
Hotel	Reservation and room costs <ul style="list-style-type: none"> ✓ When making the reservation, inquire about the hotel's policy regarding credit cards. Many hotels require that an authorization form be filled out if the name on the card is

	<p>different than the guest name. Most hotels have their own form for this purpose. If not, the form in Appendix F can be used for this purpose.</p> <ul style="list-style-type: none"> ✓ Some hotels also require that a copy of the card, front and back, be faxed along with the authorization form. A copy for this purpose was given to you at your training class. (Physical cards are not issued for these accounts.) ✓ On the authorization form, if given the option, you need to indicate that you authorize the hotel to charge your card for room, tax and incidentals. ✓ When the employee returns from their trip they will complete the Certified Expense Statement Form. Through this process they will reimburse the City for any expenses not considered reimbursable under the City’s travel policy.
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Frequent Travelers

People who travel on a frequent basis for the City, such as police recruiters, can be issued a Purchasing Card to pay for their travel expenses. A frequent traveler is someone who travels at least once a month for the City. This section also applies to Department Directors and other employees who have a card with the “OPKD” and “OP15” authorization strategies.

The following chart shows the travel expenditures allowed on the card.

Airline Tickets	Purchase
Car Rental	Reservation and rental fees.
Hotel	<p>Reservation, room cost, incidentals</p> <ul style="list-style-type: none"> ✓ Incidentals, such as in-room movies and other expenses not eligible for reimbursement, will be reimbursed to the City through the Certified Expense Statement Process. ✓ When the employee returns from their trip they will complete the Certified Expense Statement Form. Through this process they will reimburse the City for any expenses not considered reimbursable under the City’s travel policy.
Food	Cost of food while on the trip.

Misuse of the Purchasing Card

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 City will address this situation in accordance with City disciplinary policies. Resolution of situations involving improper use of the Purchasing Card and resulting disciplinary action will be handled by your Department in conjunction with the Human Resources Department and the Finance Division.

Questions About Using the Purchasing Card

Direct any questions about the Purchasing Card Program or purchasing in general to your department's goal area accountant (see Appendix A).

PAYMENT PROCESS

Record Keeping

It is mandatory that cardholders obtain itemized receipts for all purchases. Use of the Purchasing Card to make the purchase, rather than the traditional method, does not alleviate your responsibility to document purchases made with City resources. Be sure that you have the itemized sales receipt, not just the receipt you sign with the total on it.

Record the purpose of each purchase on the itemized receipt. The purpose should be a short phrase that describes the business purpose of the purchase.

Reconciling Statements

Once a month, UMB Bank will send each individual cardholder a Visa card statement that details charges billed during the month. This statement contains the date, vendor name, and the amount charged. (If you did not have any activity during the month, you will not receive a statement.)

Steps for Reconciling Your Statement

1. Review the Visa Card statement. Compare itemized receipts to the transactions listed on the statement. Follow up on any exceptions (see Errors & Disputes section).
2. Any transactions occurring during the month, but not shown on the Visa Card statement, will be on the next month's statement. Keep the itemized receipt until the next statement arrives.
3. Fixed Assets: If an item you have purchased on the card needs a fixed asset tag, complete a fixed asset form, attach a copy of the itemized receipt and forward to Jeremy Bull in Accounts Payable. (You can find the fixed asset form on the Finance tab in Word and in the Forms in Outlook.) Indicate next to the transaction on your statement that you have completed this step.
4. Attach all documentation to the Visa Card statement, sign the statement (full name, not initials) and present the entire package to your designated statement approver (noted on your User Agreement). They will review your transactions for compliance with this handbook and the City's purchasing policies. Your statement approver will sign the statement to evidence his/her review and approval of your purchases.
5. Turn the approved reconciliation into your goal area accountant within **15 calendar days** after the statement date. **It is your responsibility to see that the reconciliation is turned in on time.** Failure to turn your reconciliation in on time can result in revocation of purchasing card privileges.

Finance is responsible for paying the bank.

Coding Expenditures

You do not have to code these expenditures, unless otherwise instructed by your department.

The City uses a computer interface to download Purchasing Card transactions from the bank directly into the accounting system. If you need to code your statement, please indicate the account number next to each transaction on the face of your statement.

How the Computer Interface Works

Your card is assigned to your cost center and the interface matches Merchant Category Codes (MCC) with accounts in our chart of accounts. A Merchant Category Code is assigned to a company when it first begins to accept credit cards. The code describes the type of goods/services that the company provides. The interface matches the Merchant Category Code with an account number in the accounting system. For example, 5943 is the code for “Stationery Stores, Office and School Supply Stores”, and is matched with account number 7260 “Office Supplies” in the accounting system. If you make a purchase at a store with an MCC of 5943, the amount will automatically be charged to the Office Supplies account in your cost center.

You only have to indicate an account number if you want to be absolutely sure the expenditure is charged to that account number. Write the account number next to the transaction on the face of the statement.

Also, if a transaction was for a cost center other than your own, you will need to indicate on the statement to what cost center the transaction should be charged. Write the cost center next to the transaction on the face of the statement.

View Transactions and Account Status On-line

You can enroll on UMB Bank’s website to view your account status and transactions on-line. You can obtain your balance, available credit and view transactions posted to your account since your last statement. In addition, you can see the transactions from the three previous statements.

Go to the following web page to enroll: <http://www.umb.com/personal/cards/ccd/index.html>

Helpful Hints for Filling in the Enrollment Fields

Name: Name exactly as it appears on your card

Home Address: Address that your statement comes to (refer to your statement or call your goal area accountant)

Social Security Number: You must enter a number here to continue. This information will be kept private.

Mother’s Maiden Name: You must enter something in this field to continue. This information will be kept private.

CCV number: The three numbers that follow the account number on the back of your card in the signature block.

ERRORS & DISPUTES

Occasionally, errors with merchandise delivery or billing arise. Follow the steps outlined below to correct errors. When applicable, the Cardholder will receive credit applied to their Purchasing Card account. **Credit will never be taken in cash.**

Making Returns

You should always check incoming material when received to ensure that the product matches what was ordered in quantity and quality. The following steps should be taken when returning merchandise purchased on your Purchasing Card:

1. Contact the vendor to request an authorization for material to be returned and any vendor instructions required to issue credit on the Purchasing Card.
2. Keep a copy of the receipt and make a notation of the return.
3. Verify that credit is applied by the vendor on your monthly statement.

Lost or Misrouted Items

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

1. Contact the vendor and inquire when the item was delivered and to what location.
2. If the vendor cannot supply this information or proof of delivery, the vendor should make arrangements to deliver the product or issue credit for the transaction.
3. If a satisfactory resolution cannot be reached, call your goal area accountant (see Appendix A).

Dispute Forms

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

1. Contact the vendor and try to reconcile the difference. Keep a record of all of your telephone calls to the vendor.
2. If working with the vendor is unsuccessful, complete the dispute form found in Appendix C (this form is available under the Finance tab in the Word templates). Fax the form to UMB Bank Card Center at (816) 843-2485, Attention Commercial Card Services. A temporary credit will be processed to your account within 24 hours of notification to the Card Center. Disputed items remain credited until conclusion of the inquiry. There will be no interest charged on items in dispute. If the charge is found to be valid, you will be notified and the temporary credit will be reversed. The charge will be re-billed to your account for payment. If the charge is found invalid, the temporary credit will become a permanent credit.

CARD SECURITY

Because the Purchasing Card is issued in your name, you are responsible for the security of the card and any transactions made on the card. Below are some basic rules about using the Purchasing Card:

- The Purchasing Card is issued in your name and is to be used for business expenditures only
- Keep the card in a safe place and safeguard the card number as you would your own credit card number.
- Cardholders agree to surrender the Purchasing Card upon termination of employment or for any other reason deemed necessary.

Lost or Stolen Purchasing Card

In the event a Purchasing Card is lost or stolen, contact UMB Bank immediately at 1-800-449-9176. Also notify your goal area accountant (see Appendix A) to ensure you receive a replacement card. A replacement Purchasing Card generally takes seven to ten business days.

Card Cancellation

If you leave the employment of the City of Overland Park, immediately notify and return your Purchasing Card to your supervisor. **You and your supervisor are responsible for notifying your goal area accountant or the Program Administrator to have the card canceled.** Complete and forward the Purchasing Card Cardholder Action Request Form (Appendix E) to your goal area accountant.

AUDIT

You are responsible for the transactions listed on your statement. The itemized receipts, packing slips, etc., will support that you are using the Purchasing Card responsibly and in accordance with the program guidelines contained in this handbook.

All monthly statements and supporting receipts will be audited to ensure that Purchasing Card procedures are complied with. Your use of the Purchasing Card is always subject to review by your supervisor or other designated department person, Program Administrator, Accounts Payable staff and the Internal Auditor. Therefore, it is critical that you maintain good records.

The primary purpose of an audit is to ensure the proper expenditure of funds under this program. A secondary purpose is to track data on how, where, and for what purpose the Purchasing Cards are used. As a result of an audit, the Purchasing Card program may be modified to assure that the program is most beneficial.

Auditing may consist of the following:

- Comparison of Cardholder-supplied information (receipts, etc.) to the monthly statement
- Review of management reports supplied by UMB Bank
- Interviewing the cardholder regarding purchases made

Appendix A

CONTACT LISTING

Goal Area Accountants

Goal Area	Accountant	Phone #	A/P Clerk	Phone #
FAED Goal Area	Karen Kindle	Ext. 6179	Carol Whitehead	Ext. 6159
Public Safety	Sue Howard	Ext. 6165	Jeremy Bull	Ext. 6156
Public Works	Lisa Santa Maria	Ext. 6177	Jeremy Bull	Ext. 6156
Parks & Recreation	Jim Volin	Ext. 6176	Kristi Olson	Ext. 6167
Planning & Development	Donna Resz	Ext. 6174	Kristi Olson	Ext. 6167

- ✓ New cardholder request
- ✓ Change in monthly limit
- ✓ Change in authorization strategy (Merchant Category Codes allowed for purchasing)
- ✓ Close a cardholder's account
- ✓ Questions about statement reconciliation
- ✓ Other general program questions
- ✓ Questions about the City's purchasing policies and procedures
- ✓ Notification of lost or stolen card
- ✓ Requests for reports on purchasing card activity

Program Administrator

Karen Kindle, Ext. 6179

(Lisa Santa Maria, Ext. 6177, and Jim Volin, Ext. 6176, can also be contacted on these issues)

- ✓ Card rejections/declines at time of purchase
- ✓ Emergency card cancellation
- ✓ Other emergency situations

UMB Bank 1-800-449-9176 or (816) 843-2412

- ✓ Automated account information (account balance, etc.)
- ✓ Notification of disputed item
- ✓ Report lost or stolen card
- ✓ Can also call (888) 494-5141, Ext. 2458 8:00am – 5:00pm, M-F to get account balance
- ✓ You can also enroll on UMB's website to view your account on-line. See Payment Process section of this handbook for instructions.

Travel Expense Questions

- ✓ Betty Naylor, Ext. 6162
- ✓ Goal Area Accountant (see chart above)

Appendix B

FREQUENTLY ASKED QUESTIONS

Who is the Program Administrator?

Karen Kindle is the Program Administrator, telephone number (913) 895-6179, and has overall responsibility for coordinating all activities related to the Purchasing Card Program. However, your goal area accountant is your main point of contact regarding routine Purchasing Card questions, etc. See the list of goal area accountants in Appendix A.

What if I change positions or departments within the City?

Contact your supervisor/department director and goal area accountant to return your Purchasing Card. If you need a Purchasing Card in your new position, the supervisor of your new position will review your needs to determine eligibility.

May I use the Purchasing Card for on-line purchases?

Yes, just like you might use your personal credit card. Be sure that you feel comfortable using that vendor. Exercise the same caution as if it were your personal card.

What if my card is declined when making a purchase?

If a *unique* situation brings you over your Purchasing Card's limitations, contact the Program Administrator immediately. The Program Administrator can contact UMB Bank to have that transaction approved if warranted.

What do I do with the receipts/packing slips?

Save them!! They are very important. You will not be able to reconcile your monthly statement without them. Itemized receipts must accompany your monthly statement when you turn it in to Finance.

How does the vendor get paid?

Your vendor will be paid by UMB Bank through the electronic banking network. In most cases, the vendor will be paid through the bank within three days. You do not have to do anything for the vendor to get paid.

Who pays the bill?

Finance. However, you will receive a monthly statement from UMB Bank, which is a record of transactions made against your Purchasing Card for the billing period. The transactions on your statement are also listed on the City's overall statement, which Finance will use to pay UMB Bank.

How do I reconcile a monthly statement?

Your monthly statement from UMB Bank will list the vendors and the amounts of purchases made using your Purchasing Card. Using the receipts you have kept during

Appendix B

the month will make reconciliation to the statement easy. Bear in mind that some recent purchases may not appear until the next monthly statement depending on statement cycle cutoff dates.

Sign your reconciled statement and send it along with the receipts to your designated department person for approval. Once approved, send the documents to Finance. This must be done within 15 calendar days after the statement date.

What if I have a dispute or an incorrect charge?

If you have a problem with the statement, identify the problem and try to resolve it directly with the vendor. If the vendor refuses to issue credit, replace the item or resolve the problem, complete a Cardholder Dispute Form and forward the form to UMB Bank (via fax or U.S. Mail – see Appendix C). Keep a copy for your records. Be sure to keep records of your conversations with the vendor for reference in resolving the problem.

What if I have lost a receipt?

If a receipt is misplaced, contact the vendor for another copy. If you have difficulty getting another copy, contact your goal area accountant. Consistent lack of documentation may result in revocation of your Purchasing Card or other appropriate disciplinary action.

What if I have an unauthorized charge on my monthly statement?

First try to resolve the problem yourself with the vendor. If you cannot resolve the dispute yourself, complete a Cardholder Dispute Form and send it to UMB Bank. Keep a copy for your records.

What if my card is lost or stolen?

The Purchasing Card is a valuable asset and should be maintained with security and protection, just as you would your own credit card. If you cannot find your Purchasing Card, or if it is stolen, notify UMB Bank immediately at 1-800-449-9176. Also notify your goal area accountant.

Will my purchases be checked?

Yes. Each month, after you reconcile your monthly statement you will submit your monthly statement and all the receipts to your designated person for approval. He/she will sign and date the statement as proof of review and approval of your purchases. In addition, Finance will review the statements and receipts.

What do I do with all the records I have?

Your reconciliation (statement and receipts) will be sent to Finance.

Can I use my card to purchase items on a purchase order?

No.

Appendix C

CITY OF OVERLAND PARK, KANSAS VISA PURCHASING CARDHOLDER DISPUTE FORM

CARDHOLDER BACKGROUND

ACCOUNT NUMBER

NAME

ADDRESS

BUSINESS PHONE

DISPUTE DETAILS

AMOUNT OF DISPUTE \$ _____

INCORRECT AMOUNT (ATTACH COPY OF SALES RECEIPT)

DUPLICATE POSTING ERROR

CREDIT NOT POSTED

OTHER

SUPPLIER

PRODUCT/SERVICE

DOLLAR AMOUNT

PROVIDE NECESSARY DETAILS ABOUT THE DISPUTED ITEMS(S):

SEND THIS FORM TO:

[UMB Bank Card Center](#)

ATTN.: PURCHASING CARD
DISPUTES

P.O. BOX 419734

KANSAS CITY, MO 64141

FAX: 816-843-2485

DATE

SIGNATURE

Appendix E
UMB BANK - Card Center

VISA PURCHASING CARDHOLDER ACCOUNT ACTION REQUEST

CITY OF OVERLAND PARK, KANSAS

_____	Information List
_____	E-mail list
_____	Commercial View
_____	User Agreement
_____	Card Returned

<input type="checkbox"/> New Account	<input type="checkbox"/> Close Account
<input type="checkbox"/> Reissue Replacement Card	<input type="checkbox"/> Change Monthly Limit
<input type="checkbox"/> Request Lost/Stolen Replacement	<input type="checkbox"/> Change Name
<input type="checkbox"/> Change Reporting Level	<input type="checkbox"/> Rush Card Request
<input type="checkbox"/> Change Account Address	<input type="checkbox"/> Statement Copy
<input type="checkbox"/> Change Control Account	<input type="checkbox"/> Sales Draft Copy
<input type="checkbox"/> Change Authorization Strategy	<input type="checkbox"/> Other
<u>Account Limits</u>	
<input type="checkbox"/> Total Monthly Dollar Limit	\$ _____
<input type="checkbox"/> Max # Daily Transactions	# _____ (If left blank, assume unlimited)
Max \$ per Transaction	\$1,000

Account #: _____ Cardholder Name: _____

Department: _____ Title: _____

Cost Center #: _____

Statement Address (City Office Location): _____

City: _____ State: _____ Zip: _____

Telephone Number: _____

Authorization Strategy # _____

Person to Approve Statement Reconciliation _____

Other Comments/Instructions: _____

Date of Request	Supervisor Approval
Date of Request	Department Head Approval
Date of Request	Finance Department Approval

Appendix F



CREDIT CARD AUTHORIZATION FORM

Cardholder's Name _____

Signature _____

Title _____

Daytime Phone Number _____

Hotel Name _____

Hotel Address _____

Credit Card Type Visa Purchasing Card *

Account Number 4715 - 6266 - -

Expiration Date _____

** This is a cardless travel account that is used to pay for travel expenses incurred by various City employees.*

Name of Guest _____

Date of Arrival January , 20

Departure Date January , 20

I authorize the above named hotel to charge my card for the charges incurred (room, tax & incidentals) by the above named guest.

Appendix G

Purchasing Card Statement Reconciliation Checklist

- There is an itemized receipt for each transaction.
- The itemized receipt agrees to the statement for each transaction.
- If items are being disputed, attach a copy of the dispute form.
- If an item purchased is a fixed asset, a fixed asset form is attached or has already been sent to Finance.
- The purpose of each purchase is indicated on the itemized receipt.
- If transactions need to be coded to specific line items, the account numbers have been written on the face of the statement, next to the transactions.
- Sign and date the statement after these steps have been completed.