

PROCEDURES for POLICY 721



ANOKA-HENNEPIN
SCHOOLS
A future without limit

PROCUREMENT PROCEDURE MANUAL

**Anoka-Hennepin School District
Business Services
Educational Services Center
2727 N Ferry St
Anoka, MN 55303**

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ABOUT THIS MANUAL

This manual was developed to inform District staff of the procedures that will allow them to purchase appropriate items, at the most cost effective price, while adhering to all legal and internal control requirements

The School Board has the ultimate authority and approval over what the District purchases. All procedures are developed and written to provide detailed practical guidance to support the responsibilities and goals of the School Board.

Under the direction of the School Board, the District operates a centralized purchasing system administered by the Purchasing Department. The centralized purchasing system includes:

- The purchase of supplies, furniture, equipment, and services.
- The development of bid/quote specifications, receipt of bids, and maintenance of contracts as necessary to perform this function.
- The sale or disposal of obsolete and/or surplus property.

The fundamental objectives of the Purchasing Department are to:

- Assure “cost effectiveness” in order to obtain the best products or services for the dollar.
- Provide high quality service. The Purchasing Department continually researches new products and vendor sources, as well as striving to provide a quick response time to purchasing and delivery requests.
- Ensure that all purchases adhere to applicable State and Federal requirements and guidelines.
- Research new products and vendor sources, as well as striving to provide a quick response time to purchasing and delivery requests.

Substantial state and federal requirements exist pertaining to standards of conduct and conflict of interest. It is the intent of the District for all employees, officers, or agents to conduct all activities associated with procurements in compliance with the highest ethical standards, including the avoidance of any real or perceived conflict of interest.

It is also the intent of the District to impose appropriate sanctions or disciplinary actions, including but not limited to termination and/or prosecution, for any employees or officers who violate any of these requirements.

DISTRICT PROCUREMENT PROCEDURES

To ensure that all disbursements of District funds are properly reviewed, authorized and consistent with sound financial management principles, the following procedures will be applied, to the extent that they do not conflict with or contradict with any Board policies.

The District avoids the acquisition of unnecessary or duplicative items. Additionally, the District considers consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, the District makes an analysis of leases

versus purchase alternatives, and other appropriate analyses to determine the most economical approach.

The District will make independent estimates of the goods or services being procured before receiving bids, proposals, or quotes in an effort to obtain an estimate of how much the goods and services are valued in the current market.

All solicitations will incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description will not, in competitive procurements, contain features which unduly restrict competition. The description will include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, will set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications will be avoided, if at all possible.

The District ensures that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. The District accomplishes this by conducting internet searches, including using vendor searches, and by using other less technologically-advanced tools to locate and identify potential contractors. Federal guidelines are followed regarding the number of bids required.

Minnesota Statute 471.345, determines the following appropriate processes to be conducted, based upon the estimated contract cost.

PURCHASES OVER \$175,000

Sealed bids or proposals are required for goods and services over \$175,000. District staff are required to work directly with Purchasing to develop specifications and conduct the process. Following are the requirements for sealed bids and proposals:

- The invitation for bids will be publicly advertised and bids must be selected from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids.
- The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond.
- All bids will be publicly opened at the time and place prescribed in the invitation for bid.
- A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder.
- Any or all bids may be rejected if there is a sound documented reason.
- Competitive proposal (> \$175,000, fixed price or cost reimbursement, request for proposal (RFP) with evaluation methods). Requirement for competitive proposal procedures.
- Requests for proposals must be publicized requests and identify all evaluation factors and their relative importance.
- Proposals must be solicited from an adequate number of qualified sources.
- The organization must have a written method for conducting technical evaluations of the proposals received and for selecting recipients.
- Contracts must be awarded to the responsible firm whose proposal is

most advantageous to the program.

- The organization may only use qualification-based methods, whereby competitors' qualifications are evaluated and the most qualified competitor is selected, in the procurement of architectural/engineering professional services.

The District requires that construction or facility improvement contracts, or subcontracts exceeding \$175,000, include a bid guarantee equivalent to 5% of the bid price from each bidder (such as bid bond or certified check), a performance bond on the part of the contractor for 100 percent of the contract price, and a payment bond on the part of the contractor for 100 percent of the contract price.

In order to ensure objective vendor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals (RFPs) are excluded from competing for such procurements.

The District does not engage in the following situations that may restrict full and open competition, including but not limited to:

- placing unreasonable requirements on firms in order for them to qualify to do business.
- requiring unnecessary experience and excessive bonding.
- noncompetitive pricing practices between firms or between affiliated companies.
- noncompetitive contracts to consultants that are on retainer contracts;
- organizational conflicts of interest.
- specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other relevant requirements of the procurement.
- any arbitrary action in the procurement process.

PURCHASES OVER \$25,000, BUT LESS THAN \$175,000

If purchases are estimated to exceed \$25,000, but less than \$175,000, the purchase can be made by either a formal bid or proposal process, or by direct negotiation with vendors. A minimum of two quotations should be received and kept on file for a period of at least one year. District staff should work directly with Purchasing to determine the appropriate process, with resulting documentation kept on file in the Purchasing Department.

PURCHASES LESS THAN \$25,000

If purchases are estimated to be less than \$25,000, the purchase can be made through a quotation process or by direct negotiation with vendors. Sites may obtain their own quotes from vendors, but must submit this documentation to Purchasing to keep on file with their purchase order.

COOPERATIVE PURCHASING

To foster greater economy and efficiency, the District enters into state and local intergovernmental agreements where appropriate for procurement or use of common or shared goods and services. This includes cooperative

purchasing agreements where practical and beneficial. Depending on the purchase requested, the district may purchase it from a cooperative or inter-local agreement if the price is competitive and the goods or service are needed in a timely manner. The Finance Director and Purchasing Manager will make this determination.

CONTRACTS

After bids, proposals, or quotes are received, but before awarding a contract, the District conducts either a price analysis or a cost analysis, depending on the type of contract, in connection with every procurement in excess of \$25,000.

The District awards contracts only to responsible vendors with the ability to perform successfully under the terms and conditions of a proposed procurement. The District considers such matters as vendor integrity and business ethics, compliance with public policy, ability to complete the project on time and in accordance with specifications, record of past performance, and the contractor's financial and technical resources.

The District will award a contract to a vendor who has the appropriate experience, expertise, qualifications, and any required certifications, necessary to perform the work. Vendors should also have the financial resources to sustain the project while the initial work is being completed and during each service period until invoices are submitted for payment to the District as work is completed. Vendors should have the proper equipment or the capability to subcontract for the proper equipment necessary to complete the contracted work.

The District will not subcontract with or award sub-grants to any person or company who is debarred or suspended from receiving federal funds. The Business Services Department is required to check for excluded parties on the System for Award Management (SAM) website before any procurement transaction is paid with federal funds. A list of previously reviewed vendors is located on the District Document Center for Staff under both Accounting and Business Services (System for award management list.pdf)

PURCHASES USING FEDERAL FUNDS

All procurement transactions paid with federal funds are conducted in a manner providing full and open competition where no proposer or bidder has a competitive advantage over another. All potential proposers and bidders must be provided the same information and have the same opportunity to submit a bid or proposal. Providing a competitive advantage to one or more potential proposers or bidders over another can open up the potential for disputes and lawsuits that can be costly and can significantly delay the completion of projects.

The District conducts federal procurements in a manner that prohibits the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference.

Federal methods provide for procurement by micro-purchase. Micro-purchase is a purchase of supplies or services using simplified acquisition procedures, the aggregate amount of which does not exceed \$10,000. The micro-purchase method is used in order to expedite the completion of its lowest-dollar small purchase transactions and minimize the associated administrative burden and cost.

Small purchase procedures may be used in those relatively simple and informal procurement methods for securing nonprofessional services, supplies, or other property that do not cost more than \$175,000.

Time and materials type contract means a contract whose cost to the District is the sum of: the actual costs of materials, and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

The District may use a time and materials type contract paid with federal funds in accordance with the above and only:

1. after a determination that no other contract is suitable; and
2. if the contract includes a ceiling price that the contractor exceeds at its own risk.

SMALL AND MINORITY BUSINESSES

The District takes all necessary affirmative steps to assure that minority businesses and women's business enterprises, and labor surplus area firms are used when possible. To accomplish this, the District uses the following required affirmative steps:

- Placing qualified small and minority businesses and women's business enterprises on solicitation lists
- Assuring that small and minority business, and women's business enterprises are solicited whenever they are potential sources
- Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises
- Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises
- Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce, and
- Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed above.

SOLE SOURCE PURCHASES

Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used when using federal funds only when one or more of the following circumstances apply:

- The item is available only from a single source. This must be documented.
- The public need or emergency for the requirement will not permit a delay resulting from competitive solicitation.

- MDE (or other federal awarding agency) expressly authorizes noncompetitive proposals in response to a written request from the District.
- After solicitation of a number of sources, competition is determined inadequate.

METHODS OF PROCUREMENT

Methods available to District staff to purchase goods and services generally fall into six categories. Procedures for each of these options are outlined in the following sections.

PURCHASE ORDER (PO)

Purchase Orders are legal documents representing the District's agreement to pay for items once received and accepted by the District. Conversely, without a properly approved and issued Purchase Order, the District is under no obligation to pay for goods or services received, even if the goods or services were ordered by a District staff member.

No purchase or obligation to buy should be made without first generating a Purchase Order, except for the following instances:

- Utilities.
- Transportation.
- Dues, Fees and Registrations.
- Authorized P-Card and Amazon purchases.
- Warehouse requisition.
- Reimbursement of pre-approved travel expenses.

To procure services or items from vendors not currently in the purchasing system, district staff should complete a New Vendor Request form. This form can be found on the Purchasing website.

The following provides ordering procedures for the purchase of goods or services:

- Orders using Federal or State restricted funds that are greater than \$10,000 must have a minimum of two (2) quotes and be preapproved by the administrator with budget authority.
- All orders greater than \$25,000 must be submitted to the Purchasing Department to collect quotes, proposal, or bids.
- Splitting requests in any manner to circumvent these requirements is not allowed.
- Enter and approve a purchase order for the goods or service needed.
- Attach any supporting documentation (such as quotes or prior approvals).
- The Purchasing Department reviews the order, makes necessary revisions, and submits the PO to the vendor.

P-CARD

The District participates in a Purchase Card (P-Card) Program. The P-Card is to be used in accordance with the procedures established within this manual as well as the attached P-Card Procedure Manual. Before receiving a P-Card, the Principal/ Department Supervisor must approve the employee's request. The P-Card is not meant to circumvent the Purchase Order process. The employee will receive training and procedures before receiving their P-Card.

WAREHOUSE REQUISITIONS

A limited number of items that are more cost effective when purchased in bulk or are needed on short notice are stocked in the warehouse. Details on the items

carried in stock can be obtained by using the online Distribution Center catalog at <http://www.ahschools.us/site/default.aspx?PageID=3916>.

DIRECT PURCHASES FROM VENDORS

When it is necessary for a site or department to make a purchase directly from a vendor without the use of a purchase order or purchasing card (P-card), the vendor invoice should be submitted to the Accounting Department on a **Voucher Form for Vendor Payment**. The invoice must show:

- vendor name
- invoice number
- invoice date
- detailed description of the items or services provided
- date of the order
- itemized pricing

The voucher needs to provide:

- the expense code to be charged
- signature of the person verifying the receipt of the goods or service and date the goods were received or services rendered
- signature of the program administrator approving the expense

SERVICES RENDERED

Miscellaneous services provided to the District do not require purchase orders to be issued. The **Services Rendered Agreement** form should be completed and signed by the vendor, coded by the site or department, signed by the administrator, and submitted to the Accounting Department for further approval.

EMPLOYEE REIMBURSEMENTS

Claims for reimbursement of employee expenses need to be submitted to the Accounting Department on the appropriate form:

- Voucher Form for Employee Reimbursement
- Employee Miscellaneous Reimbursement Form

All forms must be signed by the employee and by the program administrator. All forms are available through the Document Center for staff via AH Connect.

PLEASE NOTE: Regardless of the procurement method used, all deliveries must be made to a District site and received by a District employee.

SUPPLEMENTAL INFORMATION

LEASES AND OTHER MULTI-YEAR COMMITMENTS

The School Board, the Superintendent, or the Chief Financial Officer has sole authority to obligate the District to contracts, leases, and multi-year commitments. Prior approval must be obtained before submitting requests for the following items:

- Multi-year or open-ended service agreements.
- Multi-year or open-ended personal service contracts.
- Multi-year leases for equipment, computers, vehicles, etc.
- Any real property leases.

PURCHASE OF COMPUTERS AND OTHER TECHNOLOGY EQUIPMENT

District practice is to standardize technology equipment and software throughout the District. The District's Technology Plan outlines District Standards related to technology including such items as which equipment will be used (brand and model), what equipment will be purchased and supported at each site, and which programs will be supported. The District's Purchasing and Technology Departments have the responsibility of enforcing these standards, as well as providing necessary technical support for approved equipment. Therefore, all technology purchases must be approved by the Technology Department, including purchases made from categorical funds.

DISPOSING OF EQUIPMENT

State laws govern the disposal of equipment and other property that has been purchased by government entities and dictate the method of disposal for items that have been determined by the State to be hazardous waste. Computers, TVs, and other electronic equipment may contain parts which are considered hazardous. **Under no circumstances can items be disposed of by placing them in a dumpster.**

If you have equipment or furniture that is no longer needed, contact the Distribution Center Supervisor.

State law requires that all real and personal property determined by the District to be surplus property be sold at a properly advertised auction to the highest bidder.

DISTRICT FURNITURE STANDARDS

Purchasing has worked with District administration to develop furniture standards that provide for consistent quality products for all sites. Staff must contact Purchasing to obtain current ordering information for standard furniture items. Information is also available on the Purchasing website.

AMAZON PURCHASES

Items not available through vendors by using purchase orders may be purchased through the District's Amazon account, upon review and approval by Purchasing, with orders entered by a site's designated Amazon purchaser using a District P-Card.

Under no circumstances will staff be reimbursed for orders placed on personal Amazon accounts.

DONATED FUNDS

Funds donated to a site, for the purpose of purchasing items that will become District property, must be forwarded to the District Accounting Department. Sites will then work with Purchasing to acquire the items or services according to the procedures detailed in this manual.

DELIVERIES

Generally, items ordered with a Purchase Order will be delivered to the Distribution Center (warehouse) from the vendor. The orders are checked for accuracy, quantity and quality before delivery to the site/department.

Each district school location will receive delivery of merchandise twice a week. The employee who ordered the merchandise is responsible for verifying and inspecting items received upon delivery from the Distribution Center.

In limited circumstances where Purchasing has determined the delivery should be made directly to the site, staff at the site must check the order for accuracy, verifying the quantity received is correct and that the order was received in good condition. In addition, the packing slip must be signed, dated, and sent to Purchasing so the receiving process can be completed in the software system. Under no circumstances can deliveries be made to personal residences. Deliveries to non-District sites must have prior approval from the Purchasing Department.

WHO IS RESPONSIBLE?

The following outlines the roles and responsibilities assigned to those involved in the District purchasing process.

Employee	Identifies the need and obtains approval of the responsible site and/or program manager(s), to initiate the purchasing process for goods or services.
Office Professionals	Determines if funds are available. Enters a requisition in the purchasing system.
Principal, Administrator, or Manager	Approves purchase requisitions for their building, site, or department.
Purchasing Department	Reviews requisitions, prints purchase orders, and issues to vendor. Enters receiving for items purchased on a PO. Pays invoices for items purchased on a PO, matching the invoice to the purchase order, verifying pricing, and attaching related packing slips and receiving documentation. Places orders to replenish inventory stock items. Collects payments for items sold on auction. Establishes purchasing standards and specifications. Prepares quotes, proposals, and bids according to the requirements of MN Statute 471.345. Determines legality of all purchases. Acts as a clearinghouse for vendors and vendor negotiations.
Distribution Center	Receives goods and verifies accuracy of delivery according to records purchasing system. Delivers goods received to appropriate site/department. Disposes of surplus or obsolete materials.
Manager of Purchasing	Establishes, by direction of the School Board and Superintendent, purchasing procedures and follows School Board policy. Presents bid results and recommendations for approval of bids to the School Board.
Accounting Department	Verifies correct usage of budget codes to assure compliance with state regulations. Verifies the responsible program has adequate funds to complete purchases. Pays the vendor after the materials, equipment, or services are received and an invoice has been submitted by the vendor.
School Board	Establishes purchasing policies to ensure goods and services are purchased in a prompt, cost effective, and legal manner.

ANOKA-HENNEPIN PUBLIC SCHOOLS

VISA

PURCHASE CARD PROGRAM



Procedures Manual

2727 North Ferry Street, Anoka, MN 55303

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Introduction

Welcome to the Anoka-Hennepin Public Schools' Visa Purchase Program provided by US Bank! The Purchase Card is a simplified and cost-effective method of purchasing and remitting payment for approved site/department budget expenditures. The Purchase Card can be used for retail purchases; i.e. in person or by mail, telephone or fax. Internet purchases are restricted to travel arrangements, conference/seminar registrations, and purchases on amazon.com or as authorized in writing by the Purchasing Department.

The Purchase Card is a means to create an easy to use process perfectly suited for small dollar purchases. In the continuing effort to improve service to our District staff, this is one more opportunity to achieve that goal.

The Purchase Card is to be used in accordance with the guidelines established within this manual. You are asked to treat this program with the same sense of responsibility and security you would use with you personal credit cards.

All Purchase Cards are issued at the request of your Principal/Department Supervisor and card usage will be audited and may be rescinded at any time. **You are the only person authorized to use your card!**

This manual provides the guidelines under which you may utilize your Purchase Card. Please read it carefully. Your signature on the Cardholder Authorization Form indicates that you understand the intent of the program and agree to adhere to the guidelines established for the program. When your card is received, call US Bank to activate your card and you may begin using your Purchase Card. Please contact the Accountant at the Education Service Center if you have any questions.

Just as required by the district's standard reimbursement policy, detailed receipts for all charges must be retained and submitted with your signed report.

Application for Card

Requests for a new Purchase Card need to be e-mailed to the Director of Finance with details as to why a card is being requested, credit limits on the account, default budget code for transactions and demographics of the potential cardholder. Requests to the Director of Finance are required only when a position has yet to have a Purchase Card. If the new card assignment is approved the Director of Finance will forward information to Accountant who will order the card. When a new card is needed because of an employee change, the request and information may be sent to a Program Administrator (Accountant) who will order the new staff a card then follow up with training once the card arrives.

Training will be done by the Program Administrator (Accountant) for all new cardholders. Training will include the cardholder being set up on the US Bank website, covering district policies and procedures and will be provided a User Guide and Manual.

General Information

- ☞ The Purchase Card may be used at any merchant that accepts Visa credit cards.
- ☞ The Purchase Card is not to be used for personal purchases even if the intent is to reimburse the district. Accidental personal or unauthorized purchases must be reimbursed by employee.
- ☞ The Purchase Card is not meant to replace the Purchasing System. Please contact the Purchasing Department first about items needed for your program.
- ☞ Keep in mind that District contracts must be honored. The Purchasing Department is aware of the items we have contracts on and will assist you with your purchases.
- ☞ All capital purchases (items with a unit cost of \$500 or greater and would be repaired rather than replaced) must be purchased on a Purchase Order.
- ☞ Internet usage of the district card is limited to travel arrangements and conference registrations or as authorized in writing by the Purchasing Department.
- ☞ Amazon orders are processed on a main Anoka-Hennepin account. Supervisor must contact Purchasing about given access to staff responsible for ordering from Amazon. Cardholders accounts are otherwise blocked from bookstores.
- ☞ All purchases require detailed backup which may be a receipt or invoice (see attached sample). A summary receipt with the detail hand written on it is not accepted.
- ☞ Order forms are not considered backup. Please contact the vendor about a detailed receipt or invoice.
- ☞ You are responsible for the security of your card and any transactions made against the card. The Purchase Card is issued in your name and it will be assumed that any purchases made against the Purchase Card will have been made by you.
- ☞ Use of the Purchase Card not in accordance with the guidelines established for this program could result in revocation of the card.
- ☞ The Site/Department budget is reduced by each transaction and reflected by the 30th of the following month
- ☞ Original receipts and a copy of the Cycle Account Activity Report (printed from the US Bank Website) should be forwarded to the Education Service Center Building, Attn: Accountant, each month, by the 10th of the month.

Acceptable Visa Purchase Card Purchases

The following information provides examples of purchases that are appropriate for the Purchase Card:

- ☺ Purchases of a small dollar amount
- ☺ Legitimate items of supplies for your program
- ☺ Groceries
- ☺ Student incentive
- ☺ Conference/Seminar registrations – can use internet for registrations
- ☺ Travel/Conference expenses – can use internet to book airfare and hotels
- ☺ Bookstores (if given access as an Amazon buyer)
- ☺ Craft supplies
- ☺ Instructional games and toys
- ☺ Hardware Stores
- ☺ Fed Ex/UPS charges
- ☺ Other miscellaneous items that apply to your program and budget

Unacceptable Visa Purchase Card Purchases

The following items define where the Purchase Card is **not** an appropriate choice:

- ☹ Gasoline (allowable for the B&G group)
- ☹ Capital equipment purchases
- ☹ Services (i.e. repairs or DJ)
- ☹ Gift Certificates
- ☹ Memberships – submit application to Accounts Payable
- ☹ Internet Purchases – exceptions are booking airfare or hotels online, conference registrations or as authorized in writing by the Purchasing Department.

This list is not intended to be all-inclusive. If you have specific questions, please call your Purchase Card Administrator for assistance.

Monthly Processing

US Bank will e-mail cardholders when a statement is ready for review. If a statement has not been processed, there will be no e-mail from US Bank. Cycle close is the 25th of the month unless on a weekend. Cycle close then could be the 26th or 27th of the month. There is a “13th Cycle” which closes on July 1st of every year.

- Log on to Access Online.
- Select Transaction Management then Transaction List
- Use the dropdown box to select the most recent “Billing Cycle Close Date” and hit the “Search” button. You can review prior statements by selecting prior close dates or you can review. Selecting “Open” will display charges since last cycle close that will be on next statement.
- Verify charges.
- Correct budget codes.
- Add descriptions for each transaction.
- Once the reconciliation is complete, select “Print Account Activity”. This report will show in detail the transactions, budget codes (including splits) and total for the cycle. At the bottom of the report, the cardholder and approver must sign.
- Attach detailed invoices or receipts for each transaction to the Activity Report.
- Forward the signed Account Activity report along with backup to Accountant in the Finance Department by the 10th of the following month.
- If a cardholder has no statement to reconcile, no paperwork is required.
- The Accountant prints out a list each month of cardholders who have statements to reconcile and records the receipt of the cardholder’s paperwork to ensure all paperwork is collected.
- The charges and backup are reviewed by Accounting and Finance to ensure legitimate purchases, appropriate backup and authorized approval of purchases. If there is an issue, the cardholder and, in some cases the approver, are contacted on issues and paperwork is held until purchases and backup are deemed valid and complete.

Reconciliation and Payment

The Visa Purchase Card program carries corporate, not individual, liability. A single invoice covering all Anoka-Hennepin Public Schools' Purchase Card will be paid each month by Accounting. You will not be required to pay your monthly statement using personal funds. The Purchase Card does not impact your personal credit rating in anyway.

It is required that you retain all original receipts for goods purchased. If you purchase via phone or mail, require the merchant to include a receipt with the goods when the product is shipped to you. If that is not possible, you must obtain a packing slip when the shipment is received to document the purchase.

Every cardholder will need to review their statement (at a minimum one time per month) for all transaction made against their Visa Purchase Card during the previous billing cycle. You will be notified by e-mail to review and approve your transactions the day after the Cycle Close Date. Please reconcile your account within a week. You have the option to change (reallocate) any portion of the 17-digit UFARS code, or to split and reallocate between multiple codes. Original receipts and a copy of your US Bank Statement (printed form the website) should be forwarded to the Education Service Center each month, by the 10th of the month.

The cardholder may keep a transaction log of all receipts and statements. The log serves to remind cardholders of transactions and assists in reconciliation of the monthly statements. A periodic audit will be conducted of card activity, retention of receipts, reconciled detail and signed monthly statements.

Misuse of the Visa Purchase Card includes:

- ⚡ **Using the Purchase Card for personal purchases**
- ⚡ **Purchase of unauthorized items**
- ⚡ **Use of the Purchase Card by someone other than the cardholder**
- ⚡ **Fraudulent or inaccurate record keeping**

In the case of misuse, the Program Administrator will e-mail the cardholder as well as Approver.

Program Restrictions

Each Visa Purchase Card has been assigned a monthly credit limit determined by the Principal/Department Supervisor. US Bank will not change your credit limit without the approval of the Principal/Department Supervisor and the Purchase Card Administrator. The Visa Purchase Card will be accepted for purchases of generally approved Anoka-Hennepin Public Schools commodities. Businesses and services determined not to offer products commonly accepted for Anoka-Hennepin Public Schools use have been blocked from accepting the Purchase Card.

If your card is declined by a merchant and you feel the decline should not have occurred, contact the Program Administrator. All card declinations post to the US Bank website in about a day. This screen will tell you why your transaction has been declined.

When Your Records Do Not Agree with Your Monthly Statement

There may be an occasion when you find items on your transaction log that do not correlate with your retained receipts or monthly cardholder statement. Reconciliation of your monthly statement is very important to determine if you made a particular transaction, the amount of the transaction is correct, or you have a quality or service issue.

Your first recourse is to contact the merchant involved to try to resolve the error. If the merchant agrees that an error has been made, your account will be credited. Highlight the transaction in question on your statement as a reminder that the item is still pending resolution. Be sure to check that the credit is received on your next monthly statement.

If you are unable to resolve the issue directly with the merchant, contact the Program Administrator. When calling be sure to have detailed information regarding the dispute.

You are responsible for the transactions identified on your statement. When an audit is conducted on your account, you must be able to produce receipts that a Anoka-Hennepin Public Schools' approved transaction occurred. If an error is discovered you are responsible to show that the error or dispute resolution process has been followed.

Lost or Stolen Cards

The Visa Purchase Card is the property of Anoka-Hennepin Public Schools and should be secured just as you would secure your personal credit cards. If your card is lost or stolen contact US Bank customer service number **(1-800-344-5696)**, immediately then notify the Purchase Card Administrator.

Upon notifying US Bank, the card will be deactivated immediately. If the card is reported lost or stolen and is later used, the Merchant will decline it. Prompt action in these circumstances is very important to reduce Anoka-Hennepin Public School's liability for fraudulent charges.

Sales Tax

Most purchases by the school district are tax exempt. At the time of purchase, be sure to point out the tax exempt number printed on your credit card then check your receipt to make sure you were not charged tax.

When food is delivered to a site with students, the district is tax exempt. Sales tax is payable when prepared food is picked up, when eating at restaurants, hotel stays and airfare.

It is the cardholder's responsibility to notify the merchant that **Anoka-Hennepin Public Schools is tax exempt**. Our Minnesota state tax exempt number is **"8031701"**. On occasion, a vendor may request a hard copy of the ST3 Form which has our tax exempt number on it. These requests should be forwarded to the Finance Office who will work with the vendor. Should you have additional questions, please contact a Purchase Card Administrator for assistance.

In Summary

The purchase card is a program in progress. Utilized as another option to make low dollar value purchases, the program will continue to evolve and transform as it best fits the District's needs.

Exercise good judgment and act within your authorized budget when using your card. The Purchase Card is issued in your name and all activity will be assumed to have been incurred by you. We ask you to maintain simple but accurate records and receipts for auditing purposes.

If you have any questions about the program or need additional information, please contact a Purchase Card Administrator:

Denise Zurbey (763) 506-1045

- A. Credit card summary receipt – NOT acceptable for District reimbursements.
- B. Itemized detail receipt REQUIRED for District reimbursements.

A.

COSSETTA'S
211 W 7TH STREET
ST PAUL, MN 55102

STOCK #67
SALES DEPT
75736
415102000

REF: 303
@ 1/28/02
TR: 1/28/02
DATE: FEB 02 19:18:07

TOTAL \$208.83

REF: 303
@ 1/28/02
TR: 1/28/02
DATE: FEB 02 19:18:07

DISCOUNT RECEIPT OF GOODS
FOR SERVICE IN THE AMOUNT OF THE
TOTAL FROM ABOVE AND MUST BE RECEIVED
BY THE DISTRICT'S OFFICE WITHIN THE
CORRESPONDING FISCAL YEAR PERIOD.

B.

COSSETTA
ITALIAN MARKET
211 WEST 7TH STREET
ST. PAUL, MN 55102
(651)222-3476

5	SLICE PEPPERONI	14.95
	SODA BOTTLE	1.00
	CREAM SALAD	4.49
2	EVIAN	3.20
3	SMALL MORTACCIOLI	11.55
8	BQD CAN	8.40
	SLICE CHEESE	2.65
4	SLICE SALISAGE	11.96
	SOUP BOWL	.00
	BQAL MINESTRONE	2.75
2	#350 MILK, CHOCOLATE	3.80
	SAUSAGE & PEPPERS	7.80
	LASAGNA	7.65
5	ROOTBEER	7.00
	VEAL FARMIGIANA	8.25
2	#30 MARICOTTI/MARINARA	15.50
2	#60 CHIPS	1.20
	COMPOSED SALAD LRG	.00
	ARTICHOKE SLG LG	4.15
	GARDEN SALAD	3.99
	ITALIAN DRESSING	.00
2	CHICKEN CACCIATORE	15.90
3	#59 GARLIC BREAD	1.95
	#35 BAKLAVA	1.35
	LARGE MORTACCIOLI	4.85
	#253 MILK 2%	1.40
	GARDEN SALAD	3.99
	ITALIAN DRESSING	.00
	#700 SIDE MEATBALL	1.35
2	SALISAGE CAN APPRE	15.60
	GARDEN SALAD	3.99
	ITALIAN DRESSING	.00
	TAX	14.23
9366	EAT-IN	208.83
	CHARGE TEND	208.83
	BALANCE	.00
L1	20100	07/FEB/02 14 5-93 66

FORMS

Anoka-Hennepin ISD #11
Preapproval for purchases using grant or Federal funds
to include Amazon orders, P card purchases, or employee purchases to be reimbursed.

*All reimbursements must have prior authorization ****No exceptions*****

Description:

Purpose:

Budget Code:

Requested by:

Date of Request:

Program Administrator Approval : _____

Date of Approval: _____

**Anoka-Hennepin ISD #11 Special Education Department
Preapproval for purchase of goods or services for SPED**

to include Amazon orders, P card purchases, or employee purchases to be reimbursed.

*All reimbursements must have prior authorization ****No exceptions*****

Description:

Purpose:

Budget Code:

Requested by:

Date of Request:

Principal or SPED Supv Approval :

Date of Approval:

Voucher Form for Vendor Payment

Anoka-Hennepin Independent School District No. 11
 2727 N Ferry St., Anoka, MN, 55303

Vendor Name: _____ Date: _____

Payment Address: _____

Date	Material or Service	Price	Total
	BUDGET CODE:		
	TOTAL		\$ -

I hereby certify that the goods charged in the within bill were received.

Finance 8/14/13

I declare under the penalties of law that this account, claim or demand is just and correct and that no part of it has been paid.

Date: _____

Signed: _____
 (Claimant or Agent of the Claimant)

Anoka-Hennepin Independent School District No. 11
Services Rendered Agreement

Vendor: _____

Phone: _____

Address: _____

PROCEDURES

Type of Business: If your business is sole ownership or a partnership, you must indicate your Social Security Number as indicated below. The school district is required by law to report Form 1099 to the IRS if you received payments of \$600.00 or more in a calendar year.

Payment: Payment for Services Rendered Agreements will be made according to Board policy unless otherwise approved (please explain if payment is other than Board policy).

Services Rendered Assignment: _____

Type of Business (please check one)

Individual

Social Security Number: _____

Partnership

(only if individual or partnership)

Corporation(Incorporated Business)

Length of Agreement:(list dates) _____

Hours/Terms: _____

Rate of Pay: _____

Mileage: _____

Procedures for Use/Purchase of Supplies:
(explain) _____

Account Code Number

Total Amount Due: _____

(Signature of Vendor)

Date: _____

(Signature of Financial Director)

Principal

Return all copies to:
Director of Business Services
Educational Service Center
2727 N Ferry St., Room 144, Anoka, MN 55303-1650

