



**TO:** Purchase Card Approvers and Holders, Principals, Cabinet,  
Area Superintendents, Deputy Superintendents

**FROM:** J. Macalos

**DATE:** August 1, 2014

**SUBJECT: PURCHASE CARD PROCEDURES UPDATE AND REMINDERS**

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Please take a moment to read through the following points:

1) Credit limits

- K-8 Schools and Central Office
  - \$500 single purchase transaction
  - \$1,000 daily transaction limit
  - \$2,000 monthly transaction limit
- Middle Schools and High Schools
  - \$500 single purchase transaction
  - \$1,000 daily transaction limit
  - \$2,500 monthly transaction limit
- **Do not split a purchase to avoid the single transaction or daily limits.** If you believe the single transaction limit cannot meet your needs for a certain situation, please discuss this with your manager/principal, who can discuss the situation with the Controller.  
**Splitting of any purchase will result in immediate and permanent revocation of cardholder privileges.**

2) Only one card per cost center will be permitted.

3) Purchase cards cannot be used for gift card purchases.

4) Purchase cards cannot be used for airfare, hotel, registration fees, or any travel-related expenditures.

5) Purchase cards cannot be used for payment of services to independent contractors or companies.

6) Purchase cards are not to be used for the purchase of Custodial Supplies. Please work with your onsite custodial person to help you with the proper method of ordering your custodial supplies.

7) **Original receipts** must be presented for approval to the Approver and then retained at the school site/department and safeguarded by the **Approver** for a period of five (5) fiscal years.

8) Approvers must review and retain original receipts.

9) Receipt imaging must be submitted to Wells Fargo during the reconciling period.

10) **Approvers cannot designate the responsibility of statement approval to an Administrative Assistant.**

- 11) Cardholders must review and reconcile all purchase card transactions by the 22nd of every month. Approvers must review and approve all purchase card transactions by the 29th of every month. The on-line reconciliation and approval can be performed at <https://wellsoffice.wellsfargo.com/portal/signon/> using Company ID “SANDI815” and your assigned user id and password. Reconciliation can begin at any time throughout the month but the “review complete” step can’t begin until the statement is cycled by the bank, typically on the 16th of every month. The approval process can’t begin until the cardholder “review complete” step is accomplished or the 23rd of every month, whichever is later. Failure to reconcile the transactions prior to the cutoff period will result in a cancellation of the card and privileges. Failure to approve cardholder statements prior to the cutoff period will result in revocation of Approver privileges.
- 12) A cancellation report will be sent directly to the Area Superintendent or Division Head for Cardholders and Approvers who do not abide by the purchase card policies and procedures.
- 13) Only the cardholder whose name is embossed on the card is permitted to use the designated card; under no circumstance should a card be used by another non-approved district card holder or approver.
- 14) Under no circumstance will a purchase card be used for unauthorized purchases; such non-approved use will result in an immediate and irrevocable termination of the card.
- 15) All new Approvers, Cardholders and Reconcilers must attend training prior to the issuance of a card and software login.
- 16) There will be more frequent and increased auditing of purchase card purchases.

Please visit the [www.sandi.net](http://www.sandi.net) site under the Staff, Forms, Purchase Card link for further guidelines and information on the purchase card policy.

Training dates are as follows:

September 17, 2014	9 am – 11 am
September 18, 2014	9 am – 11 am
October 1, 2014	9 am – 11 am
October 2, 2014	9 am – 11 am
November 5, 2014	9 am – 11 am
December 3, 2014	9 am – 11 am

Thank you for your cooperation in helping us maintain the integrity of the Purchase Card program by continuing to adhere to these important guidelines. Please do not hesitate to contact Sandy Davis, Accounts Payable Manager at [sdavis@sandi.net](mailto:sdavis@sandi.net) or Susan Freedman, Fiscal Control Manager at [sfreedman@sandi.net](mailto:sfreedman@sandi.net) with any questions or concerns.

JM:vb