

## *THINGS TO KNOW AND FREQUENTLY ASKED QUESTIONS*

### **THINGS TO KNOW**

Carrying a P-Card is a privilege based on trust.

P-Card users are accountable for appropriate use and security of P-Cards.

P-Card users are personally responsible for non-allowable charges

#### **Don't give your P-Card to anyone else**

Your P-Card is the property of the School Board of Alachua County. Only YOU, the cardholder, may use your P-Card. Treat your P-Card as you would your own credit card. Do not let others use your card, or card number.

#### **Keep your P-Card in a secure place**

Your P-Card account number should be guarded carefully. Do not post it or put it in a non-secure place.

#### **Conveying your P-Card Account Number to Vendors**

The best practice is to swipe the card in person at a merchant's terminal. If this method is not practical for the purchase, provide the card to the merchant making sure that they do not keep your P-Card Account Number on file for future purchases.

#### **Important Reminders for Internet Orders**

When you use the web for purchasing remember:

- (1) Use good judgment. Don't use your P-Card if you wouldn't use your own personal credit card.
- (2) Always select vendors who have secure internet sites. How will you know if a vendor's site is secure? Look for any of the following:

#### **The site will show a closed lock**

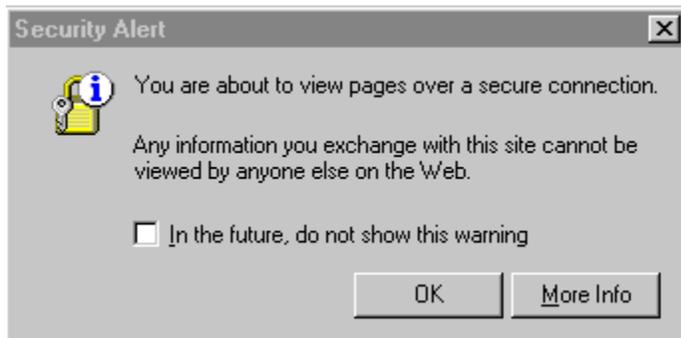


The site address/URL will start with <https://>



When you go to transmit information there will be an indicator confirming the transaction is secure

(a box which pops up)



## **Hotel - Lodging**

### *Single Occupancy*

The P-Card can only be used for individual official business hotel stays. If your receipt shows double occupancy and the other occupant was not on District business, you will need documentation from the hotel that the single and double occupancy rate were the same. If you share your room with a co-worker on District business, your Travel Expense Report Form must name the other traveler.

## **Hotel - Other Charges**

Meals are NOT an allowable P-Card charge.

Do not charge any other non-reimbursable expenses to your room/P-Card.

## **Separating Personal Charges**

Important: When you make your hotel reservations AND when you check in, it is important to tell the hotel to separate hotel room charges from personal charges. Your SBAC P-CARD can ONLY be used for hotel room charges. Any personal charges (meals, phone calls, etc.) MUST be charged to your personal credit card.

## **RENTAL CARS**

Remember the following:

Check the State of Florida Contract with Avis or use SBAC's contract with Enterprise Rent-A-Car. Subcompact or compact cars are approved for rental. If you need a larger vehicle to accommodate other travelers or equipment on District business, document this on your receipt.

If renting in Florida, remember SBAC is [exempt](#) from sales tax.

### **Returning Your Rental Vehicle**

Ensure you get an itemized receipt. Turn it in to your Card Manager within 24 hours of completing the rental.

### **Travel Training - Airfare**

Checklist for booking airfare:

- You may book your flight using Continental Capers or Triple AAA travel agencies. The travel agency will charge a service fee. The service fee is negotiable.
- You may purchase your ticket directly from the airlines, on the Phone or on the Web. However, you should be sure that you are obtaining the lowest available fare when using this method.

**If** you are booking multiple tickets ask for separate transactions for each traveler.

**Remember:** Get an itemized itinerary including cost to your Card Manager within 24 hours of booking the ticket.

Do not use your P-Card to pay for travel insurance. If you do, you will have to reimburse the District for the cost.

### **Airfare - First Class**

*The School Board does not allow first class travel.*

### **Airfare – Other travelers**

P-Cards can be used to pay for other travelers on **official** District Business.

## **FREQUENTLY ASKED QUESTIONS**

### **How can a Cardholder's card get rejected by a merchant\supplier?**

A Cardholder's purchasing card can be rejected by a supplier if any of the transaction authorization controls are violated. For example, a card may be declined for the following reasons: the transaction amount may be greater than the authorized single transaction limit on the card, the transaction may push the Cardholder over their monthly credit limit, the Cardholder may be attempting a transaction at an unauthorized supplier or supplier type. However, if a Cardholder feels that they were erroneously declined, contact the PCA for additional assistance.

### **Why does a Cardholder need to relinquish a Purchasing Card when changing departments?**

When an employee moves from one cost center to another, the employee is required to relinquish their purchasing card to their previous Principal/Cost Center Manager. The policy exists for a number of reasons:

- A Cardholder's cost center information is "built in" to the structure of the Purchasing Card.
- The Cardholder's responsibilities in the new cost center may not require the need for a Purchasing Card.
- The Cardholder's new Manager must authorize the use of a Purchasing Card.

### **What are the consequences to a Cardholder for Purchasing Card misuse?**

Improper use of the purchasing card will result in an investigation which may lead to disciplinary action, up to and including prosecution and termination of employment. Should the Cardholder fail to use the card properly and charges are unaccounted for, the Cardholder has authorized the Board to deduct such amount from the Cardholder's salary equal to the total amount of the unaccountable expenditures. The Cardholder also agrees to allow the Board to collect any amounts owed by the Cardholder even if no longer employed by the Board.

### **Will using a P-Card affect my personal credit?**

The Purchasing Card is a corporate credit card, not a personal credit card, and no credit checks will be made against individual cardholders, nor will use of the Purchase Card affect the Cardholders personal credit.

**Where can I find SBAC's Tax Exempt Certificate?**

Go to the following link: <I:\PURScans\Current Web\Tex exempt cert 2013-2018.pdf>

**Do I have to buy from a Vendor under Bid or Contract with the District?**

Yes, unless you find the item you need at a lower price or it is not available through a contract or bid vendor. In this case, contact the Purchasing Department for prior approval.