

# CITY OF BOCA RATON

11/03

## PURCHASING CARDS POLICIES AND PROCEDURES

### SECTION I - INTRODUCTION

The City of Boca Raton Purchasing Card Program is designed to improve efficiency in processing low dollar purchases from any vendor that accepts the Visa credit card. Most of our suppliers accept the Visa Purchasing Card that are currently accepting Special Purchase Orders.

This program allows the cardholder to purchase approved commodities and services directly from our vendors in lieu of using a Special Purchase Order or Field Purchase Order (FPO). Each purchasing card is issued to a named individual and the City of Boca Raton is clearly shown on the card as the Governmental buyer of goods and services. One card is specific to the merchant codes for routine goods or services to perform City projects.

Purchasing and Financial Services will monitor the performance of the program. All questions or concerns should be directed to:

Procurement related: Lynn Kunkel, Sr. Buyer, 393-7874  
Jamie Jarvis, Purchasing Technician, 393-7871

Accounting related: Victoria Guinn, 393-7727

#### A. PURPOSE - POLICIES AND PROCEDURES:

1. Provide an efficient method of purchasing and paying for goods and services not exceeding \$749 per purchase.
2. Reduce the use of Special Purchase Orders (SPOs) and small blanket purchase orders.
3. Ensure purchasing card purchases are in accordance with the City's ordinances, policies and procedures.
4. Reduce the time spent by Accounts Payable processing low dollar transactions.
5. Ensure that the City bears no legal liability from inappropriate use of purchasing cards.
6. Provide for disciplinary action if the purchasing cards are misused.

Herein are the minimum standards that the City Departments are required to adhere to. Each individual Department may establish additional controls as they see fit for their particular operation.

#### B. HOW IT WORKS

The Purchasing Card system simplifies the procurement/disbursement process. Procurement responsibility is delegated to the ordering Departments enabling an authorized cardholder to place an order directly with the vendor.

When a purchase authorization is requested by the supplier at the point-of-sale, the Visa Purchasing Card system checks the transaction against pre-set limits established by the employee's Department. Transactions are approved or declined (electronically-online) based on the Purchasing Card authorization criteria established. The authorization criteria may be adjusted periodically as needed and may include, but is not limited to, the following:

- Single purchase limit as set by the Procurement Card Policy (not to exceed \$749)

*( each user will be limited to \$2,500 per monthly statement with unlimited transactions unless approved otherwise by the Department Head and the Financial Services Department)*

- Monthly spending limit
- Approved Merchant Category Codes
- Number of transactions allowed per day
- Number of transactions allowed per month

The authorization process occurs through the electronic system that supports the Purchasing Card processing services under the City of Boca Raton's agreement with the awarded Banking Vendor.

#### C. WHO DOES WHAT?

The following are the responsibilities of the individuals and organizations involved in the Purchasing Card system.

##### **Cardholder**

- Hold and secure purchasing card
- Follows Departments administrative control of funds procedures to ensure funding is available
- Order materials and services
- Receive and inspect all ordered materials and services
- Collect and save sales receipts
- Match receipts with monthly card statement
- Review monthly statements for validity of all transactions
- Complete Field Purchase Order (FPO) identifying account numbers to be charged
- Identify and handle disputed charges
- Review monthly charges with Purchasing Card Representative

##### **Department Purchasing Card Coordinator**

[Supervisor/Division Head/Department Head]

- Review monthly statement with cardholder
- Sign & authorize the itemized FPO print screen for the monthly charges
- Verify the appropriateness of account numbers assigned to charges
- Handle disputed items not resolved by cardholder
- Forward statement(s) with signed FPO print screen to Accounts Payable
- Ensures that all supporting receipts are maintained.
- Perform regular inspection of card possession by cardholders
- Collect cards from cardholders who end employment
- Notify the Purchasing Card Administrator (Purchasing Division) of terminated cards or any changes by use of the Purchasing Card Request Form
- Evaluate the need to cancel or reissue cards when employees transfer

##### **Department Head**

- Approve Purchasing cards for designated employee(s)
- Set Card spending limits within established guidelines
- Designate representatives responsible for authorizing charges
- Appoint Purchasing Card Coordinator(s)

##### **Purchasing Card Administrator**

(Purchasing Division)

- Coordinate issuance and cancellations of cards
- Coordinate program policy issues/training
- Participate in ongoing program reviews
- Participate in resolving billing disputes
- Maintain Policy and Cardholder guides/manuals

**Accounting/Accounts Payable**

- Receive approved monthly statements & FPO print-screens from card holders
- Receive consolidated statement from Wachovia
- Confirm that all charges are authorized by Department Representatives (Purchasing Card Coordinators)
- Notify Department Representatives when approved monthly statements are not received on time
- Pay monthly charges from consolidated statement
- Process accounting data
- File and store statements
- Administer 1099 reporting
- Conduct periodic operational and compliance audits

**Purchasing**

- Approve/disapprove requests for Purchasing Card
- Final resolution of supplier disputes
- Pursue supplier discount opportunities
- Evaluate Purchasing Card feedback from suppliers
- Establish and monitor benchmarking objectives
- Coordinate and maintains internal controls
- Target new cardholders and expand use of Card
- Perform physical audits of card possession by cardholders
- Perform spot audits of statements and receipts
- Set-up and approval of merchant category codes

## SECTION II

### A. ASSIGNMENT AND CONTROL OF THE PURCHASING CARD

#### 1. REQUESTS FOR AND ISSUANCE OF PURCHASING CARDS

- a. Requests for new cardholders or for changes to current cardholders shall be made by submitting a completed Purchasing Card Request Form to the Purchasing Division. (Copy attached)
- b. All requests for purchasing cards shall be signed by the Department Head by use of the Purchasing Card Request Form.
- c. Purchasing cards will be issued to individual employees who frequently purchase goods in amounts less than \$749 per purchase.
- d. The purchasing card will have the employee's name, the City name, and the expiration date embossed on the face of the card. The City's Florida sales tax exemption number is preprinted on the purchasing card. The purchasing card issuing company will not have individual cardholder information other than the cardholder's work address. No credit records, social security numbers, etc., of the cardholder are maintained by the issuing company
- e. When a Purchasing Card Administrator receives a Purchasing Card from the issuing card company, the cardholder will be required to personally take receipt of the card and sign a certification/receipt form. The cardholder will be given a copy of the purchasing card Policies and Procedures agreement and an oral review of the program. Each Card must be activated by the cardholder according to instructions printed on the Card prior to use.

#### 2. LOST OR STOLEN PURCHASING CARDS

- a. If a purchasing card is lost, stolen, or misplaced, the cardholder must immediately notify the purchasing credit card company at 1-800-704-0883 and the Purchasing Card Administrator of the loss.
- b. The cardholder will be responsible for reporting all information necessary to reduce the liability to the City for a lost or stolen card.

#### 3. TERMINATION OR TRANSFER OF CARDHOLDER

When an employee ends his or her employment the Departmental Purchasing Card coordinator shall collect the purchasing card, destroy it (cut it in half, and submit the pieces of the card to the Purchasing Card Administrator).

- a. When an employee is transferred to another Department or Division, the Department Head shall review whether the card holder should retain their card or return their card to the Purchasing Administrator due to possible differences in their job duties relating procurement of supplies.
- b. If the Departmental Purchasing Card coordinator is unable to collect the purchasing card when an employee terminates, he/she shall immediately notify the Purchasing Card Administrator by telephone followed by a memo. The Purchasing Card Administrator will ensure that the card is canceled.

## B. CARDHOLDER USE OF PURCHASING CARD

### 1. LIMITATIONS ON USE OF THE PURCHASING CARD

The purchasing card may be used **only** by the employee whose name is embossed on the card. No other person is authorized to use the card. The cardholder is responsible and accountable for all transactions that occur on his/her card. The cardholder may make purchases for other employees within their Department or Division when permitted by the Department's internal procedures.

### 2. CITY PURCHASES ONLY

**The purchasing card is to be used for City authorized purchases only.**

The purchasing card cannot be used for any personal use and any such use will require immediate reimbursement and will result in disciplinary action which may include revocation of the purchasing card.

Upon receipt of the Purchasing Card from the Administrator, a training session will be held and the back of the card will be signed.

### 3. DOLLAR THRESHOLDS

- a. The Department Director approving the assignment of a purchasing card will set two limits for each cardholder: single purchase limit and 30-day limit. The maximum limits shall be \$749 for a single purchase/transaction and \$2,500 during the 30-day billing cycle. Requests to increase/decrease the \$2,500 30-day billing cycle may be made by completion of the Purchasing Card Request form. Additional **limitations** may be imposed by the requesting Department Head.
- b. Requests for spending limit changes shall be initiated by use of the Purchasing Card Request Form.
- c. A purchase may be made of multiple items, but the invoice cannot exceed \$749 or the cardholder's limit if less than \$749. Purchases over \$749 must be made by Purchase Order under the City's Purchasing Policies and Procedures. **Charges for purchases shall not be split to stay within the single purchase limit. Splitting charges will be considered abuse of the purchasing card program and may result in disciplinary action and revocation of the purchasing card.**

### 4. OTHER REQUIREMENTS

- a. All items purchased over-the-counter must be immediately available. No back ordering is allowed.
- b. Use of the Procurement Card for food transactions not related to travel (per diem) shall be itemized on the City of Boca Raton Host Account Summary Form. Each monthly statement that has food purchase transactions, a copy of the Host Account Summary form shall be submitted with your monthly paperwork to Accounts Payable and a copy is retained by the cardholder for filing with their monthly paperwork.

### 5. PROHIBITED USES OF PURCHASING CARDS

The following types of items **may not** be purchased with a purchasing card, regardless of the dollar amount unless they fit the exceptions list identified for the asterisked items.

- a. Gasoline, fuel, or oil\*
- b. Vehicle repairs\*
- c. Travel expenses such as food (per diem), airline tickets and car rentals\*
- d. Cash advances
- e. Telephone charges

- f. ~~Items available through the office supply contract~~ *Corporate Express will accept Procurement Card.*
- g. Computer Software & Hardware\*
- h. Cellular Phones and Phone Service
- i. Items for HTE Inventory Sites
- j. Any items or services available on a City Term Contract\*
- k. Any additional goods or services specifically restricted by the Department Head or Purchasing Card Administrators
- l. On site services performed by a Vendor

**Exceptions allowed for categories identified with an Asterisk:**

- a. Gasoline, fuel or oil
  - Pre-Approved Travel in which a CITY vehicle is being used
  - Use of a CITY vehicle for inter-local assistance where it is not feasible to return to the City fuel tank site to fill the tank. Pre-approval to be by Purchasing Card Coordinator
- b. Vehicle Repairs
  - Use of a CITY vehicle on a pre-approved travel where repair services are necessary to return back to the City. Pre-approval to be by Fleet Manager and Purchasing Card Coordinator
- c. Travel Expenses (All travel related procurement transactions shall be made after the travel voucher has been completed and signed by the Department Head and funds have been verified.) **SEE TRAVEL SUPPLEMENT FOR DETAILED PROCEDURES ON PROCUREMENT CARD USE REGARDING HOTELS, AIRFARE, REGISTRATION FEES, ETC.**
  - Procurement Card may be used for Pre-Approved Travel as defined in the travel supplement
  - All travel vouchers will be audited to confirm travel was approved prior to procurement card transaction date. Failure to adhere to pre-approval requirement will result in notification to Purchasing Card Coordinator.
  - Per diem, tolls and rental car fees may not be charged to your procurement card
- d. Computer Hardware & Software
  - Only Information Services Staff are approved to use their procurement card for Hardware & Software items.
- e. City Term Contracts
  - Purchasing has approved a number of Term Contract vendors where Procurement Cards may be used in lieu of issuing a blanket purchase order. The listing of approved City Term Contracts is published by the Purchasing Division and updated on a quarterly basis. List of Pre-approved Term Contract vendors is posted on Bocanet, Forms drive F:/Word/Pre-Approved\_Contracts.

**6. PURCHASING CARD SECURITY**

Your purchasing card should always be treated with at least the same level of care that you do with your own personal credit cards.

- a. Storage of the Purchasing Card  
Keep your purchasing card in an accessible, but secure location. Since you, as the Cardholder, will be the only one using the purchasing card, it needs to be accessible only to you.
- b. Account Number  
**Guard the purchasing card account number carefully.** Do not post it at your desk or write it in your day planner.
- c. Sharing your Card (Or use by someone other than the Cardholder)  
The only person entitled to use the purchasing card is the person whose name appears on the face of the card. **Do not lend your purchasing card to another person for use.**

## C. PROCEDURES FOR MAKING AND PAYING FOR PURCHASES

### 1. DOCUMENTATION OF OVER-THE-COUNTER PURCHASES

- a. Cardholder must obtain the customer's copy of the charge slip.
- b. The charge slip shall be retained by the cardholder.

### 2. TELEPHONE ORDERS

Purchases over the internet are not recommended unless you are assured the transaction is a secured encrypted transaction and you are **dealing with a well known and verifiable Company**. The only information you should be giving an internet vendor is the card number, expiration date and mailing address information. If a merchant asks for any additional information, SSN, DL# etc. you should be highly suspicious of the validity of the merchant.

- a. When placing a telephone order, the cardholder must confirm that the vendor will charge the purchasing card when shipment is made so that receipt of the supplies may be certified on the monthly Statement of Account. This is also a requirement of the bank vendor's contract with VISA.
- b. Purchases must be described in sufficient detail so that the parties to the transaction have a clear understanding of what is being acquired, i.e., use of catalog numbers, etc.
- c. All items purchased during one telephone transaction must be delivered in a single delivery. If an item is not immediately available, no back ordering is allowed and the purchase will need to be submitted as a SPO or requisition.
- d. All items purchased by telephone must be delivered by the vendor within five (5) days. The order should not be placed without this assurance.
- e. Instruct the merchant to indicate on the shipping document or packing slip: **Credit Card Purchase**. This information will alert receiving & avoid any duplicate payments. **DO NOT FORWARD YOUR PROCUREMENT CARD INVOICES/RECEIPTS TO FINANCE.**
- f. Purchases by phone shall be recorded in a monthly log by the card user and kept with the monthly billing statement documents. The log should identify the cost of the items along with any ship charges quoted and the date the order was placed. The log form will be given to the card holder at time of card issuance.

### 3. SALES AND USE TAXES

The City is exempt from paying any State of Florida (and generally all other States) sales and or use tax, even if the purchase is made with the Purchasing Card. If the vendor charges sales tax, the card holder must contact the vendor and obtain a credit equal to the amount of the sales tax. This applies to out of state purchases also.

The City of Boca Raton's Sales Tax exemption number is printed on the face of the Purchasing Card. If you have problem with any merchant about sales tax or any other tax, please contact Accounts Payable.

### 4. MISSING DOCUMENTATION

If for some reason the cardholder does not have documentation of the transaction (sales receipts) to send with the statement to his/her Purchasing Card coordinator, he/she must attach a description of the purchase. Continued incidents of missing documentation may result in the cancellation of the employee's purchasing card.

### 5. PAYMENT AND INVOICE PROCEDURES

- a. The purchasing card company will mail an individual monthly statement to the cardholder's office and one consolidated statement for all card holders to Accounts Payable. This Statement of Account will list all transactions processed during the previous billing cycle (usually 30 days.) If no purchases were made on the purchasing card during the billing cycle, no Statement of Account will be generated unless adjustments for previously billed transactions have been processed during that cycle.
- b. The cardholder must review the statement and note any errors or disputes. A FPO shall be initiated with the breakdown in account numbers associated with the monthly statement. Departments will want to promote a policy that the individual purchases and the associated account number be itemized on the FPO or the monthly statement. The statement and FPO print screen will then be reviewed and signed by the Purchasing Card Coordinator. ***By signing the statement & FPO, the designated Purchasing Card coordinator is certifying that all charges are appropriate and authorized and that all charges are approved by attached receipts.*** Once the Purchasing Card coordinator has reviewed and signed all statements for which they are responsible for, the statements with the attached FPO print screen are forwarded to the Accounts Payable Section of Financial Services. All required documents, including disputes, shall be forwarded to Accounts Payable within five working days from the statement date. Credit card charge slips/receipts for all items listed on the statement should be retained by the cardholder or the representative for audit for not less than three(3) years after the statement date. Please do not send the receipts to Financial Services.

NOTE: The statement may say that no balance is due. This means that the cardholder does not submit a payment, the payment is due from Accounting. Always submit the cardholder statement following the procedures above.

- c. Accounts Payable will ensure that the Purchasing Card charges are paid timely and that the consolidated statement received is reconciled against the individual cardholder statements forwarded from the Purchasing Card coordinators. Department Directors will be notified when individual statements are not received in the allotted time. In order to meet the City's obligation to the purchasing card vendor, Accounts Payable will pay the charges for all cardholders regardless if the cardholder has processed payment. The charge will be expensed to one of the department/division's pre-determined operating expense account numbers (office supplies). The Purchasing Card Coordinators will be responsible for submitting a journal entry request to accounting, designating the correct account distribution. **Continued failure to meet the five work day deadline may result in the revocation of Purchasing Card at the discretion of the Purchasing Manager and/or Financial Services Director.**
- d. If the statement is not received in Accounts Payable within the five days, then Accounts Payable will pay the statement and charge any transactions to the card's default account number. A late transaction processing charge may be added to late submittals.

#### D. DISPUTES

- 1. If items purchased with the purchasing card are defective, the cardholder must return the item(s) to the vendor for replacement or credit. If the service paid for with a purchasing card is defective, the vendor must be notified and requested to correct the situation or provide a credit. If the vendor refuses to replace or correct the faulty item or service, the purchase will be considered in dispute. If the quantity of items received is less than the invoice and charge billing, then the transaction shall be disputed.
- 2. If a vendor charges the Cardholder Sales Tax on the purchase, and the cardholder is unable to get a credit for the amount of the tax, then this purchase must be pursued through the dispute process.

3. A disputed item must be explained with a note on the cardholder's Statement of Account before the statement is forwarded to the Accounts Payable section for payment. (The back side of the monthly statement may also be used)
4. It is essential that the time frames and documentation requirements established by the purchasing card issuer be followed to protect the cardholder's rights in dispute.

### **DISPUTES PROCEDURES**

A dispute occurs when a cardholder questions a transaction that has been charged to his/her account. The following steps must be taken to ensure prompt settlement:

1. The cardholder contacts the Merchant about the transaction and supplies the necessary information to begin the resolution process,
2. The cardholder completes the back of the monthly statement regarding the dispute and faxes Wachovia at 302-477-7186 or contacts the Customer Service Group at 800-704-0883. Wachovia will then place the transaction into a disputed status (this will occur on your next monthly statement).
3. If the problem is resolved between the merchant and the cardholder the cardholder will either receive new merchandise or a credit will be issued to the cardholder. If an agreement cannot be reached the following steps will be completed:
4. After the item has been entered as a dispute, Wachovia must determine who is responsible by researching the transaction including requesting a copy of the sales draft when necessary. When responsibility for the transaction is determined, the dispute will be settled on-line.
5. When an account is in a dispute status, the disputed amount is still included in calculating the available money for authorizations (monthly limit). At the time the item is placed in dispute, it is removed from all finance charges, late charges, overlimit fees, past due amounts and calculations. Finance charges which accrue from posting until the item is placed in dispute must be handled according to City policy. Any cardholder statements generated while the account is in dispute will display the following message:

YOUR ACCOUNT IS IN DISPUTE FOR \$XXX.XX. THIS AMOUNT HAS NOT BEEN INCLUDED IN THE FINANCE CHARGE OR PAYMENT CALCULATIONS.

6. If the cardholder is actually responsible for the transaction, the dispute is settled in favor of First Union and no further actions are required. If the cardholder is not responsible for the transaction, the dispute is settled for the cardholder and the Chargeback process may be initiated against the Merchant.
7. If there continues to be problems with a particular merchant, the cardholder should notify the Purchasing Card Administrators of the problems.

#### **E. REVIEW OF PURCHASES BY DEPARTMENT PURCHASING CARD COORDINATOR**

1. The Purchasing Card coordinator is required to review each purchasing card expenditure (item purchased, amount, and vendor) to ensure the goods were necessary, and for appropriate official use.
2. When purchases are questioned, the Purchasing Card Coordinator or the Department Head will be responsible for resolving the issue with the cardholder. If the Department Head is not satisfied that the purchase was necessary and for official use, the cardholder must provide either a credit voucher proving the item(s) were returned for credit or a personal check made payable to the City of Boca Raton for the full amount of the purchase plus applicable sales tax. Checks must be sent to the Purchasing Manager within one week with a written explanation of why the violation occurred and the action taken to prevent reoccurrence. The personal check will be forwarded to Financial Services by the Purchasing Manager.

3. Serious or repeated misuse of the purchasing card will result in the revocation of the card. Employees incorrectly using their purchasing card will be disciplined by the Department Head as necessary.
4. To help the Purchasing Card Coordinator in their reviews, management reports will be available from Purchasing.
5. In addition to Departmental review, the Purchasing Division and Accounts Payable will perform reviews of the purchases along with periodic operational compliance audits.
6. As needed, the Purchasing Card Administrator will provide to each Department a list from the purchasing card company of purchasing cards issued to its employees. Departments should conduct a physical inventory of purchasing cards and report any discrepancies to the Purchasing Administrator.

F. DISCIPLINARY ACTIONS ASSOCIATED WITH THE USE OF PROCUREMENT CARD

1. Any incident of improper or unauthorized use of the Purchasing Card shall be immediately reported to the Department Head and the Purchasing Card Administrator.
2. The Purchasing Card Administrator may suspend or terminate Cardholder privileges for improper or unauthorized use as approved by the Financial Services Director.
3. Improper or unauthorized use of the Purchasing Card will subject the employee to appropriate disciplinary action.
4. Cardholder shall abide by the Ethics in Public Contracting as detailed in the City of Boca Raton Procurement Code, Article 12.
5. If the City initiates legal proceedings to recover amounts owed by the cardholder, the cardholder shall agree to pay court costs, reasonable attorney's fees and other expenses incurred by the City in such proceedings assuming the City prevails in such legal action.
6. In addition to any administrative and disciplinary action that may be taken, the employee may be required to reimburse the City for the total amount of the improper charges, through payroll deduction or direct payment to the City.
7. Failure to submit reports related to Cardholder activity within the time periods specified in the Procurement Card Policy and Procedures manual may result in the Procurement Card Administrator suspending or terminating the Cardholders privileges for continual failure to submit reconciled statements to Accounts Payable within FIVE (5) working days after receipt of statement.





CITY OF BOCA RATON  
HOST ACCOUNT SUMMARY

FOOD EXPENDITURES FOR MONTH OF \_\_\_\_\_

NAME OF CARDHOLDER: \_\_\_\_\_

DIVISION / DEPARTMENT HEAD REVIEW: \_\_\_\_\_

Date	Restaurant / Caterer	Nature of Business Meeting / Function	Who Was Present (Name and employer)

*Attach Signed Copy to: Monthly credit card statement retained by cardholder  
and  
Monthly paperwork submitted to Accounts Payable.*

## TRAVEL PROCEDURES SUPPLEMENT

Procurement Cardholders may use their City of Boca Raton Procurement card for approved City business travel as detailed in the Travel Procedures Supplement.

The following procedures and paperwork shall be completed when using your procurement card for travel.

1. Prepare the City of Boca Raton Travel Voucher form and obtain Department Head approval. For each area that you request permission to use your City procurement card for travel, write "PROCUREMENT CARD" on the Vendor # line for each applicable section (see attached sample).
  
2. After the Travel Voucher has been approved, you may utilize your procurement card for the following travel related procurements:
  - Registration (class/seminar/conference)
  - Lodging (reserving and paying for the room)  
*(Charges for lodging may only be made when the Cardholder is staying at the hotel, i.e. non-cardholders will need to pay for their lodging with a City check)*
  - Airline Tickets – MUST BE THE PROCUREMENT CARDHOLDER TO USE THIS OPTION. Tickets may only be purchased via the Internet from a Travel Site that provides multiple fare listings, i.e. Orbitz.com, Expedia.com, etc. or a direct website of the Airline. Use of another Travel Agency, other than the City's contract travel agent is not allowed.  
  
*Ticket fares to be researched using a fare browser website and comparison with the City's travel agency. Person traveling must be the Procurement Cardholder and the transaction must be billed against their Procurement Card. Use of another staff's procurement card for Airline Travel is not permitted. Travel insurance is only available for the Cardholder.*
  - Taxi/Shuttle Service
  - Parking Fees
  - Fuel for use in a City provided vehicle or Fuel for use in a rental car  
  
*(note: per diem, tolls and rental car fees may not be charged to your procurement card)*
  
3. Make the approved charges for the travel and verify that charges will be tax exempt as applicable for State of Florida travel.  
  
All travel vouchers will be audited to confirm travel was approved **prior** to the procurement card transaction date. Failure to adhere to pre-approval requirement will result in notification to Purchasing Card Coordinator.
  
4. Upon completion of your travel, make copies of your credit card receipts and attach to your final travel voucher (yellow copy).
  
5. Update your Procurement Card FPO with reference to the Travel Voucher Number in the Description (see attached sample).

## TRAVEL PROCEDURES SUPPLEMENT

### Sample FPO data entry screen:

PI349101
CITY OF BOCA RATON
2/07/01

Field Purchase Order Inquiry
11:23:49

**INVOICED**  
Type information, press Enter. Assigned

Field PO number ... F14966 Date .. 020901 User .. JSMITH

Remarks ..... CREDIT CARD FOR xxxxxx, 1/2001

Received by ..... JIM SMITH - NAME OF CARD HOLDER

Vendor ..... 013127 PURCHASING CARD

Invoice number ... 1472 JAN01 Invoice date ... 020901

Payment due date .. 022501 (MMDDYY)

Invoice amount ... \$882.00 Line total ... \$882.00

Account number	Project	Amount	Transaction description
00112115135402		\$52.00	2 GASB 34 IMPLEMENTATION GUIDES
00112115134002		\$650.00	TR# 2362, REGISTRATION FOR MICROSOFT CONF.
00112115134002		\$180.00	TR# 2362, US AIR TICKET TO ATLANTA, GA

F3=Exit F7=Additional info F8=Comments F9=Approval info F12=Cancel

Identify last four digits from credit card account no. for invoice no.

(note, each transaction that is associated with a travel shall identify the Travel Voucher number on the description line)

Sample format for Travel Voucher using Procurement Card for Payment method:

CITY OF BOCA RATON
TR # 02362

TRAVEL EXPENSE VOUCHER PART I

EMPLOYEE: Jim Smith VENDOR #: \_\_\_\_\_ DATE: 11-15-

DEPARTURE DATE & TIME: 1-10-01 10:00 a.m. RETURN DATE & TIME: 1-13-01 10:00

PURPOSE: Computer Network Seminar DESTINATION: Atlanta, GA

BUDGET ACCT #: 001-1211-513-4002 EMPLOYEE ADVANCE CHECK NEEDED BY: 1-8-01

(A) REGISTRATION:	PROJECTED EXPENSES	PAYABLE TO VENDOR	TRAVEL ADVANCE TO EMPLOYEE	FINANCE USE ONLY
VENDOR #: <u>Visa Procurement Card</u> PAYABLE NAME: <u>Microsoft Training Ctr</u> ADDRESS: <u>100 NW Computer Dr.</u> CITY/STATE/ZIP: <u>San Diego, CA</u>	\$ <u>650</u>	\$	\$	VENDOR # _____ DATE DUE: _____ AMOUNT: _____ CHECK #: _____
(B) LODGING: <u>HAND CARRY (YES OR NO)</u> VENDOR #: <u>Visa Procurement CARD</u> CONFIRM. # <u>65543</u> PAYABLE NAME: <u>Atlanta Best Western</u> ADDRESS: _____ CITY/STATE/ZIP: _____	\$ <u>300</u>	\$	\$	VENDOR # _____ DATE DUE: _____ AMOUNT: _____ CHECK #: _____
(C) CONTRACTED TRAVEL SERVICES AGENCY: (IF VENDOR IS DIFFERENT PLEASE ATTACH JUSTIFICATION) VENDOR #: <u>Visa Procurement CARD</u> (WORLDTRAVEL) <u>see attached rate sheet</u> PAYABLE NAME: <u>U.S. Air</u> ADDRESS: _____ CITY/STATE/ZIP: _____	\$ <u>180</u>	\$	\$	VENDOR # _____ DATE DUE: _____ AMOUNT: _____ CHECK #: _____
(D) MEAL ALLOWANCE: (\$8.00 BREAKFAST/ \$12.00 LUNCH/\$20.00 DINNER) <u>3</u> @ BREAKFAST = \$ <u>24.00</u> <u>3</u> @ LUNCH = \$ <u>36.00</u> <u>3</u> @ DINNER = \$ <u>60.00</u>	\$	\$	\$	AMOUNT: _____ CHECK #: _____
(E) OTHER EXPENSES: PERSONAL AUTO MILEAGE (____ X MILES) = \$ _____ PARKING/FEES/TOLLS: = \$ _____ CITY VEHICLE (GAS ONLY): = \$ _____ RENTAL CAR: = \$ <u>85</u> GROUND TRANSPORTATION: = \$ _____	\$	\$	\$	VENDOR # _____ DATE DUE: _____ AMOUNT: _____ CHECK #: _____ VENDOR # _____ DATE DUE: _____

**Note: Final travel to have COPIES of all credit card receipts attached and a copy of the flight rate sheet if applicable.**