



**QUEEN ANNE'S COUNTY
PUBLIC SCHOOLS**

Where Our Future Begins

**Queen Anne's County Public Schools
Purchasing Card Program
Policies & Procedures Manual**

All P-Card Program Inquires:

pcard@qacps.org

J.P.Morgan

PaymentNet®

OVERVIEW

The purpose of the Purchasing Card Program is to establish a more efficient, cost-effective method of purchasing and payment for small-dollar transactions. The program is designed to reduce a variety of processes including petty cash, local check writing, low-value authorizations, and certain purchase orders.

All cards are issued at the request/approval of your supervisor and approved by the CFO. **Card usage may be audited and/or rescinded at any time. The cardholder is the only person entitled to use their p-card and therefore responsible for all p-card activity. In addition to all transactions being reviewed by the cardholder and approved by the approver, random internal audits will also be conducted by the Finance Office to ensure compliance. All transaction activity is subject to internal/external audits.**

This booklet provides the guidelines under which you may utilize your Purchasing Card. Please read it carefully. Your signature on the enclosed Cardholder Agreement indicates that **you** understand the intent of the program and agree to adhere to the guidelines established for the program. A Purchasing Card will not be requested from the bank until a fully signed “Cardholder Agreement to Accept the Purchasing Card” form is on file. You may begin using the card immediately upon receipt. As you use the card, please contact the Program Administrator if you have questions.

Record-keeping will be essential to ensure the success of this program. This is not an extraordinary requirement – standard reimbursement policies require retention of receipts, etc.

And as with any charge card, you must retain receipts for your protection. **Please retain original receipts for at least 5 years and turn over to your successor.** This is required in case of a program audit. PaymentNet will house electronic copies of the receipts (but only for 36 months). Finally, remember you are committing company funds each time you use the Purchasing Card. This is a responsibility that cannot be taken lightly.

POLICIES & PROCEDURES

To Obtain a Card

We recommend that you read the Policies and Procedures manual in its entirety before requesting your Purchasing Card. It provides a variety of information about the process, the types of purchases that can and cannot be made, who will accept the card, records that must be maintained and reconciled monthly and miscellaneous information about the program.

Read carefully and sign the enclosed Cardholder Agreement to Accept the Purchasing Card. Ask your Supervisor and the CFO to sign the agreement and forward it to the P-Card Administrator. The P-Card Administrator will then email the cardholder a link that will take them to an application for the Purchasing Card. The P-Card Administrator will receive an email when this step has been completed and finalize the new p-card request once all requested and necessary documentation has been received.

When you receive your card, please complete the P-Card Receipt Acknowledgement (including the appropriate approvals). Then it should be turned in to the P-Card Administrator. Sign the back of the card and always keep it in a secure place. Follow instructions on the card to activate it. Although the card is issued in your name, it is the property of QACPS and is only to be used for QACPS purchases as defined in this document.

General Information

- The program helps to eliminate the use of petty cash, requests for checks, local check writing and the use of personal funds reimbursed by expense report.
- The program is NOT intended to avoid or bypass appropriate purchasing or payment procedures. Rather, the program complements the existing processes available.
- The card is not to be used for personal use.
- The program can be used for in-store purchases, mail, telephone, fax and online orders.
- The Purchasing Card may be used for payment with all suppliers who accept the card throughout the United States and internationally.
- You are responsible for the security of your card and the transactions made with the card. The card is issued in your name and it will be assumed that any purchases made with the card will have been made by you. Failure to comply with the guidelines established for this program may result in severe consequences, up to and including termination of employment.
- The cardholder will obtain an itemized receipt at the point of receiving purchases and verify that the materials/services received are the correct items ordered. Any discrepancies should be attempted to be resolved directly with the supplier. If a discrepancy cannot be resolved with the supplier, the card provider should be notified. The card provider will place these charges in dispute until resolved.
- The shipping address for delivery must be a QACPS address.
- PaymentNet is an automated web-based system by JPMorgan that allows cardholders to review their purchases, allocate their purchases and obtain electronic approval.

Examples of when the Purchasing Card may be used:

- Amazon Orders (complete the *Amazon Business Account Request Form* that can be found in this manual if you intend to make Amazon purchases so that you can be added to our QACPS Business Account which provides free standard shipping on eligible orders over \$25 and is enrolled on the OMNIA Partners Contract)
- Office Supplies
- Classroom instructional supplies, materials, books
- Curriculum supplies
- Clothing for needy students within documented limitations (paid with principal funds)
- Conferences will be allowable after January 1, 2022. Please see the Conference Instruction Section below.

Conference Instructions

- A Conference Registration/Reservation Request Form must be completed at least four weeks prior to the date of the conference. (If funds are from a grant, please review the Grant Funded Purchase Approval Section below).
- After completing the Conference Registration/Reservation Request Form, it must go through the approval process. The first approval is from your Principal/Supervisor and/or the Assistant Superintendent then to the Chief Financial Officer. If funds are from a grant, the form must be approved by the grant specialist. **No conference travel transactions will be allowed on your purchasing card until fully approved.**
- For meals, an advance per diem will be disbursed prior to travel in the employee's paycheck. Receipts **will not** be required for meals. Please refer to the Employee Travel Regulation 315.1 for further guidance.
- The Cardholder is responsible to register for the conference along with the associated travel expenditures. Early registration to obtain better pricing is encouraged when possible as well as booking the hotel reservation in the same hotel as the conference or nearby. For Airfare/Train fare, the booking should be at the least expensive rate, with no additional insurance.
- An employee reimbursement form is required to be completed and approved for out of pocket costs to include parking (long term preferred), tolls, and mileage. Receipts are required.
- When uploading conference receipts under JP Morgan PaymentNet, you must include a copy of the signed authorized Registration/Reservation Request Form.

Examples of when the Purchasing Card may NOT be used:

- Any transaction exceeding \$500 in value – see “Some Built-In Restrictions” section below for possible exceptions
- Any merchant, product, or service normally considered to be inappropriate use of company funds
- Gift cards
- To purchase fixed assets (see “Some Built-In Restrictions” section below)
- Disbursements that are primarily for the benefit of QACPS staff (e.g., gifts, retirement functions, staff social activities, holiday gifts, bereavement gifts, flowers or fruit arrangements, candy, etc.) unless using a reimbursable account.
- Personal purchases
- Computers of any kind, including desktops, laptops, notebooks, netbooks, tablets, and iPads.
- Split purchases – intentional splitting of purchases on a single or multiple cards to avoid the \$500 transaction limit
- Ask a vendor to “pre-charge” your card prior to shipping or delivery of an item to spend down funds at end-year
- Use the card to pay for services provided by individuals – all individuals must be paid through Accounts Payable or Payroll to ensure compliance with IRS 1099 or wage reporting regulations
- To circumvent the purchase of curriculum materials not on the approved curriculum list
- Meals during conferences

Some Built-In Restrictions

Each card has been assigned an individual credit limit of \$1,500 per month. If you find over time the limit is too low to accommodate your monthly requirements, please complete a *Change Spend Limits Request Form*. Your supervisor can request a re-evaluation of your limits by approving the form and forwarding it to the CFO. If your Supervisor and CFO agree it would be appropriate to raise your limit, the CFO will forward the form to the Program Administrator so the limit can be changed. An increase to transaction limit or monthly credit limit can only be fully approved by the CFO. The CFO will then notify the Program Administrator of the approval and request the change and indicate whether it is a temporary or permanent increase. The bank will not change your credit limit without the approval of the Program Administrator or designee.

In addition, no transaction may exceed \$500 in value (single transaction limit). If you have an unusual, one-time transaction which will exceed the limit, complete the *Change Spend Limit Request Form*. If the single transaction limit needs to be raised permanently, there is a section on the form for this request.

If an item is purchased that is \$1,000 or more, it is considered a ***fixed asset***. Fixed assets should not be purchased using the p-card and is strongly discouraged. Fixed assets should only be purchased using the requisition/PO process. Should you find that you have purchased a fixed asset, you must notify the person holding the fixed asset list in the Finance Department at the Board of Education, obtain a fixed asset tag and tag the item.

Cardholders can view a single transaction and monthly credit limit in your online account. In the event of a **decline**, you can [view the reason in your online JP Morgan PaymentNet account](#).

Some supplier's Merchant Category Codes (MCC) have been "blocked" from usage in the program. If you present your card to any of these suppliers, the transaction will be declined. It is likely any supplier you currently utilize as a source for products or services will accept your card. If your card has been declined, login to your account to view the reason for the decline. You can also call the 800 number on your card to determine the declined. Please consider the single transaction limit and monthly credit limit prior to the call. If the MCC is the reason for the decline and you feel the vendor should be on the approved list, you can request approval of the MCC Code to the CFO. After approval, the CFO will inform the Program Administrator to contact the bank to add the code. You will be notified after completion.

Grant-Funded Purchase Approval

Due to the complexity and accountability associated with grant purchases and conference scheduling, the Finance department will be monitoring and strictly enforcing the protocols established for P-Card use within this capacity.

- NO grant purchases or travel arrangements will be permitted within 60 days of the grant end date.
- Strict compliance of all other purchase requirements previously outlined in this policy.
- When making grant purchases, evaluate the following --
- Is your purchase:
 - Reasonable
 - Necessary
 - Allocable

If you are unable to clearly define your purchase within these parameters, contact your Grant Manager/Supervisor before making ANY purchases. If not approved to use grant funds, your local funds may be charged or you may be required to reimburse the Board of Education using personal funds. Please use caution.

PaymentNet

A Google Drive folder will be shared with you containing more information including a “PaymentNet - CARDHOLDER QUICK REFERENCE CARD”. You can also access additional resources from the **Help tab Help For This Page** link on the PaymentNet system.

Please keep your login information in a safe place. Should you forget your password, please use the “forgot your password?” link on the login page and follow the directions to reset your password. The Program Administrator does not and cannot keep passwords.

<https://www.paymentnet.jpmorgan.com>

User ID: jsmith (first letter of first name and entire last name, minimum of 5 characters – full name if name does not meet minimum)

Password: *****

Organization ID: QASCHOO

You should receive 2 separate emails directly from JPM once your user profile is generated.

Supported Internet Browsers for PaymentNet

PaymentNet is supported for use with:

- Microsoft Internet Explorer® 11 on Windows 7
- Microsoft Internet Explorer 10 on Windows 7
- Mozilla Firefox® 52 and above on Windows 7
- ***Google Chrome™ 71 and above on Windows 7 (recommended by QACPS)***

J.P. Morgan encourages you to use a supported browser for the best experience.

Reconciliation – CARDHOLDERS

All cardholders are **REQUIRED** to reconcile each transaction using the online reconciliation program (PaymentNet). The monthly statement cycle ends the last day of each month and the statement is available to you on PaymentNet under your login. All of your transactions **must** be reconciled by the 4th of each month for all transactions made the prior month or as transactions are posted. For each transaction, the reconciliation will include:

- selecting the appropriate accounting code (The correct accounting code must be in this section prior to marking the transaction “reviewed.” If you do not have access to an accounting code that you need, please email pcard@qacps.org the account number that you need to request access. Do not add account numbers in the transaction notes section regarding where to charge the transaction. The information provided in the budget unit – account field or “split transaction” function at the bottom of the same page is what will be charged.)
- uploading your **itemized** receipt that is clear and readable (your receipt amount must match the transaction amount; if cardholder is unable to obtain and upload a receipt with the amount that matches the transaction amount, notes must be added in the transaction notes field with the reason and/or breakdown of charges)
- marking the transaction “reviewed” and
- clicking “save.”

In addition, please see section on “Sales Tax.”

The transaction(s) will then automatically flow to your approver/supervisor after being marked “reviewed” and saved by the cardholder. Your supervisor will electronically approve all transactions made by you to indicate approval. Please try to reconcile your transactions in a timely manner to allow your approver/supervisor time to approve them by their due date as well.

If you have a default accounting code chosen for you, please make sure the code is correct for your purchase prior to marking the transaction “reviewed.”

In the event that **fraudulent charges** have been made to your card (also reported to Bank Customer Service by the cardholder), an accounting code must still be selected. Please remember to select the same accounting code when the credit transaction posts. Any corresponding documentation should be attached to the transaction for the audit trail.

There are many reasons that **credit** transactions can be applied to your p-card account (returns, sales tax credits, fraudulent charge credits, disputed transaction credits, etc.). When a credit transaction is applied to your p-card account, the review/reconciliation process is still mandatory. Please upload the credit receipt for documentation or any documentation that you have regarding the credit for the audit trail. Make sure to select the same funding source that the original transaction was charged to as well. If no receipt, email or other documentation exists, please draft your own documentation (including signature/date) and upload it in place of your receipt/documentation to explain the reason for the credit. This is documentation for the audit trail.

If a transaction is being funded at the school level, the 3208 or 3209 accounting code must be selected and a reimbursement check should be sent to the Finance Department – ACCOUNTS RECEIVABLE referencing “P-Card,” the P-Cardholder’s last name, the transaction ID # and the “3208, 3209 or 5998” accounting code (please list the entire account number that your transaction was charged to) within 7 days of the cycle close date.

MOI 1040124xx000000-**3208** (Reimbursable-**Internal**)

MOI 1040124xx000000-**3209** (Reimbursable-**External**)

Athletics 104012443000000-**5998** (QACHS-Athletics-Reimb-Internal) Athletics

104012453000000-**5998** (KIHS-Athletics-Reimb-Internal) Internal = If the school is paying for the purchase from school funds.

External = If an outside organization, in-directly is paying for the purchase.

Transactions in this program cannot be applied to purchase orders.

Payment

The Purchasing Card Program carries corporate, not individual, liability. Invoices will be paid by the Accounts Payable Department and you will not be required to pay your Monthly Statement using personal funds. The program does not impact your personal credit rating in any way. **It is required, however, that you retain all receipts for goods and services purchased.** If you make a purchase via phone or mail, ask the supplier to email you a receipt or include the receipt with the goods when the product is shipped to you. This receipt is the only original documentation specifying whether or not sales tax has been paid against the purchase.

Lost/Stolen Cards or Disputed Transactions

The Purchasing Card is QACPS property and should be secured just as you would secure your personal credit cards. If your card is lost, stolen or you need to dispute a transaction, contact Customer Service immediately at 800-316-6056. Written notification of issue must then be communicated by email to pcard@qacps.org with a copy of the email to your supervisor/approver. Upon receipt of your call to the bank, further use of the card will be blocked and the bank will issue you a new card. Prompt action in these circumstances can reduce the company's liability for fraudulent charges. Please see the "Reconciliation" section for instructions on how to reconcile disputed transactions and associated credits.

Fraud Alerts

Please find and read two documents in the Google Drive folder that was shared with you:

- JPM Best Practices – Commercial Card – How to Setup Your Fraud Alerts Program
- JPM Cardholder Fraud Alerts FAQs Document #1 (Best Practices) lists the 1-2-3 instructions on enrolling in fraud alerts. You will need your card. Our billing zip code is 21617. ***Please enroll in fraud alerts for your card. This must be done by the cardholder.***

Sales Tax

When purchasing items, whether by phone, internet, or in store, the cardholder must inform the vendor that the purchase is for Queen Anne's County Public Schools and is exempt from sales tax. The QACPS tax-exempt number is printed on the card and should be shared with the supplier. The cardholder must secure a refund/credit from the supplier or reimburse QACPS for any sales tax included in the transaction. When the credit is applied to your p-card transaction, please upload a copy of the credit receipt for documentation. Make sure to allocate the same funding source that the sales tax was originally charged to.

Privilege / Suspension

Violations of the use of the p-card may result in suspension or revocation of your p-card privileges. This may have a serious impact on the ability of your school or office to obtain necessary supplies and materials. All transactions need to be fully reconciled (see "Reconciliation" information above) by the 4th of each month for all transactions made the prior month. Violations or failure to comply with the policies and procedures established could and will result in the following reprimands:

- 1st Offense: Official Warning Via Email
- 2nd Offense: Official Warning Via Email & Supervisor Notification
- 3rd Offense: P-Card Usage Will be Suspended for 1 Month
- 4th Offense: P-Card Usage Will be Suspended for 3 Months
- 5th Offense: P-Card Will be Revoked

Summary

- Suppliers are paid within three days of your business transaction by the bank. Please indicate to suppliers that you do not wish to be invoiced, as an invoice could result in duplicate payment.
- The program is designed to be simple and easy to use, providing you with the materials needed to perform your job more quickly and efficiently. However, appropriate controls must also be maintained to ensure the ongoing success of the program.
- QACPS asks you to exercise good judgment and act responsibly when using your Purchasing Card. The Purchasing Card is issued in your name, and all activity will be assumed to have been incurred by you. We ask you to maintain your activity accurately and always retain your original receipts.
- In addition, routine random audits will be conducted for card activity and retention of receipts. Consequences, ranging from suspension of cards to termination of employment, will be invoked for improper use of the program.
- Your feedback regarding this program is important. You are testing a new concept and the procedures developed for our organization. We need to know if you have issues or concerns, and we welcome suggestions for improvement.
- QACPS continues to improve the way we conduct business. Your use of this program in conducting your daily business can help us make significant changes in eliminating a variety of manual transactions. If you have any questions about the program or need additional information, please contact the Program Administrator at pcard@qacps.org.

Transaction APPROVER Responsibilities (Does Not Apply to Cardholders)

Approvers are required to approve each transaction in their queue. Once the cardholder(s) has “reviewed” their transactions, the approver will be able to approve the same transaction(s). All transactions for the prior month should be approved by the 7th of each month but can be done once forwarded to them. As an approver, you should:

- Look over the purchase.
- Check the Accounting Code indicated for accuracy (this is what will be uploaded into eFinance for bill pay).
- Make sure there is a receipt attached to the transaction that matches the transaction amount. This needs to be an **itemized** receipt that is readable.
- Make sure there has been **no** sales tax charged (as we are sales tax exempt – cardholders are aware of this also). If sales tax has been charged on a receipt, look for a corresponding credit transaction for the sales tax amount. This is the cardholder’s responsibility but the approver is ensuring compliance.
- Make sure no fixed assets (a single item costing over \$1,000) has been purchased.
- Approve or Reject the transaction.

Cardholder Agreement to Accept the Purchasing Card

J.P. Morgan Chase

The Purchasing Card represents our company’s trust in you. You are empowered as a responsible agent to safeguard company assets. Your signature below is verification that you have read the P-Card Program Policies & Procedures Manual and agree to comply with it as well as the following responsibilities (including reconciliation requirements).

1. I understand the card is for company-approved purchases only, and I agree not to charge personal purchases.
2. Improper use of this card can be considered misappropriation of company funds. This may result in disciplinary action, up to and including termination of employment.
3. If the card is lost or stolen, I will immediately notify JP Morgan Chase. I will confirm the communication by email to pcard@qacps.org with a copy to my supervisor/approver.
4. I agree to surrender the card immediately upon termination of employment, whether for retirement, voluntary or involuntary reasons.
5. The card is issued in my name. I will not allow any other person to use the card. I am considered responsible for any and all charges against the card.
6. All charges will be billed directly to and paid directly by the company. The bank cannot accept any monies from me directly, therefore any personal charges billed to the company could be considered misappropriation of company funds. *I hereby authorize the Board of Education Queen Anne’s County to deduct from my payroll check and from any other payments to me the amount of such unauthorized purchases made on the Purchasing Card.*
7. As the card is company property, I understand that I will be periodically required to comply with internal control procedures designed to protect company assets. This may include being asked to produce the card to validate its existence and account number. I will also be asked to produce receipts and statements to audit its use.
8. I will have access to a Monthly Statement, which will report all activity during the statement period. Since I am responsible for all charges (but not for payment) on the card, I will resolve any discrepancies by either contacting the supplier or the bank.
9. I understand the Purchasing Card is not necessarily provided to all employees. Assignment is based on my need to purchase materials for the business. My card may be revoked based on change of assignment or location. I understand that the card is not an entitlement nor reflective of title or position.
10. I will return the Purchasing Card to the Human Resources Department upon leaving QACPS.

Queen Anne’s County Board of Education

	Print Name	Sign & Date
Employee		
Supervisor		
CFO	Jane Towers	

P-Card Receipt Acknowledgement

I acknowledge that I have received the Purchasing Card # **XXXX XXXX XXXX**
_____ (last 4).

NAME _____

EXP DATE _____

Employee Printed Name _____

Employee Signature & Date _____

Queen Anne's County Board of Education

Supervisor Printed Name _____

Supervisor Signature & Date _____

CFO Printed Name Jane Towers

CFO Signature & Date _____

Designate a Default Account Number:

In the unlikely event that you are unable to allocate your transactions to a corresponding charge account by the deadline due to extenuating circumstances, the following budget unit and account filled out below will be used.

BudgetCode Account

_____ / _____

Printed Name of Cardholder _____

Signature & Date

Amazon Business Account Request Form

Please allow up to 2 weeks for processing time & return to pcard@qacps.org.

Name: _____

Date: _____

Base QACPS Employment Location: _____

QACPS Email Address: _____

QACPS Purchases Only

Amazon Business Accounts are only for QACPS purchases. The account is setup as sales tax exempt. Therefore, personal purchases should not be made using the account, even if it is with a personal payment method.

Sales Tax

The Amazon Business Account is setup as sales tax exempt. However, there are third party sellers that do not participate in Amazon's sales tax exemption program. These sellers should be blocked. If you are able to place one of these orders and sales tax has been charged to your order, the cardholder needs to contact the seller directly to request a refund for sales tax after the order has been placed. The credit transaction should be applied to the same account as the original transaction.

Shipping

All users on our Amazon Business Account can take advantage of free shipping (5-8 business days) on eligible orders over \$25.



P-CARD CHANGE SPEND LIMITS REQUEST FORM

Please use this form to request a new Single Transaction Limit or Monthly Spending Credit Limit for your JPMorgan Purchasing Card. Fill out the form below to specify the details of this request. When done, email the form to pcard@qacps.org. The request will be reviewed by the Chief Finance Officer and we will let you know when this has been approved and updated in the system. Please allow a week's notice.

REASON FOR REQUEST:

Request for TEMPORARY Increase Request Expiry Date	
New Single Transaction Spending Limit:	\$
New Monthly Spending Limit:	\$

Request for PERMANENT Increase	
New Single Transaction Spending Limit:	\$
New Monthly Spending Limit:	\$

** By making this request and signing below, both Cardholder and Supervisor agree to continue to adhere to the Policies & Procedures of the Purchasing Card Program as written in the Purchasing Card Manual. Please sign and date below (Cardholder & Supervisor) before submitting the form to pcard@qacps.org.*

CARDHOLDER NAME (Printed) SIGNATURE & DATE

SUPERVISOR NAME (Printed) SIGNATURE & DATE Jane Towers

CFO NAME (Printed) SIGNATURE & DATE

FREQUENTLY ASKED QUESTIONS: Cardholders

Q: What is the website address of JPMorgan PaymentNet?

A: The website is <https://www.paymentnet.jpmorgan.com>.

Q: Can I use any computer to access the site?

A: Yes, however the website uses Two-Factor Authentication meaning that if it doesn't recognize the computer you are using, it will send a code to your work email address and you will have to enter that code in order to access the site.

Q: I've made a transaction, what else do I need to do?

A: You will need to login to the JPMorgan PaymentNet system and do the following: (1) Upload your receipt & verify that the amount matches; (2) Assign a Budget Unit & Account; and (3) Mark the transaction as "Reviewed."

Q: What happens when I mark the transaction as "Reviewed"?

A: The transaction then flows to your Supervisor to be approved.

Q: What happens if my Supervisor does not approve my transaction?

A: Your Supervisor will indicate what needs to be corrected; For example, the budget unit & account assigned to the transaction may be wrong or the receipt uploaded may be wrong. Make the correction, and once you have reviewed it for accuracy, mark the transaction as "Reviewed" again to make it flow back to your Supervisor for approval.

Q: When do I need to have my transaction marked as "Reviewed"?

A: We recommend that you do so immediately after the transaction has been posted. This is so that your Supervisor will be able to approve the transaction while the transaction is still recent. This will also reduce the possibility of losing or misplacing your receipt. While the actual deadline is after the end of the month, all transactions are processed into the Financial System at this time and any unapproved transactions will cause a delay.

Q: What do I do if I lose my receipt?

A: Please try to avoid this situation. However, in the event that you are unable to locate or obtain a copy of your receipt, you should put together your own documentation and upload it in place of your receipt that explains the reason for the absence of the receipt, describes the purchase and sign/date it. For example, "I lost my receipt and the store is unable to provide me with a copy. I purchased a box of pens that cost \$12.99 total. [Signature & Date]"

Q: If I have uploaded a scanned copy of my receipt, how long do I have to keep the copy of the physical receipt?

A: Please retain original receipts for at least 5 years.

Q: Why was my transaction declined during the Point of Sale?

A: Your transaction may either be (1) over the single transaction limit; (2) over the monthly credit limit; or (3) from an unapproved merchant or vendor (MCC Code). You may view your limits by logging into your account.

Q: How can I have my spending limits increased?

A: There is a "Change Spend Limits Request Form" in the JPMorgan P-Card folder shared with you in Google Drive, and included in the manual. Fill out that form & have your Supervisor sign it. Send it to pcard@qacps.org. It will need to be approved by the CFO.

Q: Why do I not see my transaction on the JPMorgan PaymentNet site?

A: It may take 1-3 days for your transaction to be posted to the site, it will not appear immediately.

Q: Who do I contact for additional questions or help?

A: Send us an email at pcard@qacps.org and someone will be able to assist you.

Q: Can transactions be spread across different funding sources?

A: Yes, scroll down to the split transaction section to distribute funding across multiple account numbers.

Q: Do I need to enter notes in the Transaction Notes box?

A: It is not required, but it will be very helpful if you enter details of your purchases in the Transaction Notes Box for your approver. Any other relevant notes should be included so that if your transaction is reviewed or audited in the future, there will be no need for us to go back to you to provide more details. No Budget Unit / Account Number information should be entered here. This information must be added in the appropriate space.

Q: The budget unit/account that I am supposed to use cannot be seen on the drop-down selection list, what do I do?

A: Send an email to pcard@qacps.org with the missing budget unit/account. We will review it and add it if necessary.

Q: I have a transaction that was subsequently refunded, do I still need to assign a budget unit/account and review the transaction?

A: Yes, even though the purchase was refunded, these are 2 separate transactions that need to be processed. As such, each must be assigned to a budget unit/account and must be reviewed. The budget unit/account for both must be the same so that a debit and a credit for each transaction is generated (with a net sum of zero).

Q: I have a transaction that I disputed, what should I do?

A: Similar to the Refund Scenario above, you must assign a budget unit/account and Review the original transaction. If the dispute results in your favor and a refund transaction is generated, you must also then assign a budget unit/account and Review this refund transaction. It would also be helpful to enter notes in the Transaction Notes box so that your transaction approver will know the details of these transactions.

FREQUENTLY ASKED QUESTIONS: Transaction Approvers

Q: What is the website address of JPMorgan PaymentNet?

A: The website is <https://www.paymentnet.jpmorgan.com>.

Q: Can I use any computer to access the site?

A: Yes, however the website uses Two-Factor Authentication meaning that if it doesn't recognize the computer you are using, it will send a code to your work email address and you will have to enter this code in order to access the site.

Q: How will I know if there are transactions for me to approve?

A: The PaymentNet system will periodically send you emails alerting you to transactions that you have to look over and approve.

Q: What should I do before I approve a transaction?

A: Aside from confirming that the purchase was legitimate, you generally need to verify the following: (1) a detailed (itemized) receipt has been uploaded and contains the correct amount with no sales tax applied; (2) a correct Budget Unit & Account has been assigned; and (3) there is no single item worth greater than \$1000 that qualifies as a fixed asset. If any of these criteria are not met, the transaction should be rejected.

Q: What happens when I reject a transaction?

A: The system will prompt you for a reason for rejection as well as allow you to explain what the cardholder must do to correct the error. The transaction flows back to the cardholder. When the cardholder has made the necessary corrections and marked the transaction "Reviewed," it will flow back again to the Transaction Approver.

Q: When do I need to have my transactions Approved?

A: We recommend that you do so immediately after the transaction has been marked as "Reviewed" by the cardholder. This is so that you can look over the transaction while it is still recent. This will also avoid the end-of-the-month rush to get all transactions approved. Transactions are processed into the Financial System after month end and any unapproved transactions will cause a delay.

Q: How can I check how the Purchasing Card transactions affect my budget unit/account balances? A: The monthly transaction file is typically processed within 1-2 weeks of month's end into the Financial system. When you login to SunGard eFinance to check your account balances, there will be an entry named "PCard mmdd" that represents the PCard accumulated transaction debit for the month.

Q: What if I need a more detailed report of the monthly Purchasing Card transactions that I approved?

A: Send an email to pcard@qacps.org to see if we can create a custom report for you.

Q: I am a Transaction Approver but also need to be a cardholder. Who do I make this request to? A: There is a "P-Card Request Form" in Google Drive. Fill out that form & have your Supervisor sign it. Send it to pcard@qacps.org. It will need to be approved by the CFO.

Q: How can I have a cardholder's spend limit increased?

A: There is a "Change Spend Limits Request Form" in the JPMorgan P-Card folder shared with you in Google Drive, and included in the manual. Fill out that form & have the cardholder sign it as well. Send the form to pcard@qacps.org. It will need to be approved by the CFO.

Q: Who do I contact for additional questions or help?

A: Send us an email at pcard@qacps.org and someone will be able to assist you.

