

Republic School District

Accounts Payable (AP) Card
Training



- The AP Card is a simplified and cost-effective method of purchasing and remitting payment for approved expenditures
- It can be used anywhere MasterCard is accepted
- The AP Card is to be used in accordance with the Republic School District' policies and the guidelines established within this manual
- The AP Card is not intended to circumvent the appropriate bidding, purchasing, approving or payment process

Overview

- AP Cards are issued after approval by the employee's administrator and the AP Card Administrator
- You are the only person authorized to use or assign usage of your card
- **Receipts are required! Itemized receipts are to be electronically uploaded to your expense envelope online within 5 business days of the purchase.**

Overview

- **Purchasers who cannot produce original receipts may be charged personally for that purchase.**
- Upon successful completion of training session, you will receive your card and be asked to sign all AP Card Cardholder forms included with this manual. Your signature on the forms indicates you understand the intent of the program, understand the responsibility entrusted to you, and agree to adhere to the established guidelines

Overview

- **Cancel Card – Submit Card Destruction Notice (appendix 7)**
 - Employee leaves district
 - Duties do not require card usage
 - Card misuse
- **Card Renewal**
 - Central bank will automatically send new every 36 months
- **Improper Use**
 - Additional training
 - Payroll deduction
 - Revocation of card

AP Card Use Procedures

- Lost or Stolen Card
 - Immediately call Central Bank @
 - 1-800-472-1959 (on back of card)
 - Immediately notify District Accounting Office
 - (417)732-3605 or accounts.payable@republicschools.org
 - Complete Lost or Stolen AP Card Report
 - Appendix 8

AP Card Use Procedures

- The cardholder whose name appears on the AP Card is responsible for keeping track of how the card is used and for keeping the card safe
- The cardholder must keep the original itemized sales slips, cash register receipts, invoices, order forms, and packing slip documentation for ALL purchases.
- Purchasers who cannot produce original receipts may be charged personally for that purchase

AP Cardholder Responsibilities

- **Card Limit**

- Determined by Department Administrator and Building Administrator
- If card is declined, contact District Accounting Office to determine reason
- If limit needs to be increased, cardholder's administrator will need to complete **Request to Change Limit** and submit to AP Card Administrator
 - Appendix 6

AP Cardholder Responsibilities

• Misuse of Card

- Alcoholic beverages
- Gratuity that exceeds 20 percent
- Medical expenses
- Cash advance/ATM Withdrawal
- Meals not previously approved or exceed meal allowances
- Personal purchases
- Payment of unapproved gift cards
- Tobacco products
- Purchases involving trade-in
- Any purchase that violates district policy
- Lottery Tickets
- Telephone/Cellular phone calls
- Gas for personal vehicles
- Sales tax charges
- Any purchase that results in a rebate/cash back/reward for employee
- Splitting Sale

Cardholders who misuse the AP Card may be subject to disciplinary action, legal action, and/or termination.

AP Cardholder Responsibilities

- AP Card Purchases
 - Most appropriate tool for purchase
 - Quotes per purchasing policy
 - No sales tax charged
 - Obtain itemized receipt and submit electronically within 5 business days @ www.mycentralpay.com

AP Cardholder Responsibilities

- AP Card Purchase Methods

- Phone

- Obtain confirmation number and let them know you need itemized receipt

- Fax

- Retain copy of order form and fax confirmation. Request itemized receipt

- Internet

- Make sure purchasing from secure web server
- Print itemized receipt

AP Cardholder Responsibilities

- Receipts and Record Keeping
 - Itemized receipts uploaded to www.mycentralpay.com within 5 business days
 - 3rd of month (or following Monday if on weekend) is end of statement cycle

AP Cardholder Responsibilities

- AP Card Transaction Log

- Appendix 2

- By 10th of month all receipts must be uploaded, statement downloaded, signed and returned to

accounts.payable@republicschools.org

Billing, Payment & Distribution

- Must turn in to receive card
 - AP Cardholder Agreement & Acknowledgement of Receipt of AP Card – appendix 1
 - Authorization to Collect for Unauthorized AP Card Charges – appendix 2
 - Acknowledgement of Receipt of District AP Card and terms of Revocation – appendix 3

Appendix

- Other Forms related to AP Card
 - AP Card Lost Receipt – appendix 4
 - Request to Change Limit – appendix 5
 - AP Card Destruction Notice – appendix 6
 - Lost or Stolen AP Card Report – appendix 7
 - AP Card Statement of Questioned item – appendix 8
 - AP Card Sales Tax Reimbursement – appendix 9
 - Missouri Sales Tax Exempt Letter – appendix 10

Appendix

- AP Card Administrator
 - Christine Smith, Bookkeeper
 - Accounts.payable@republicschools.org
 - or
 - Christine.smith@republicschools.org
 - 417-735-3772 or ext. 6006

Contact Information