

Republic School District  
Accounts Payable (AP) Card  
Process Manual



# AP Card Manual

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## OVERVIEW

The AP Card is a simplified and cost-effective method of purchasing and remitting payment for approved expenditures. It can save you time and the district money. The district will be using the AP Card program administrated by Central Bank of the Ozarks. This manual provides AP card guidelines; please read carefully.

The AP Card is embraced by public and private organizations as a means to create an easy to use process. In the continuing effort to improve service to our staff, this is one more opportunity to achieve that goal. 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. You are asked to treat this program with the same sense of responsibility and security as you would with personal credit cards.

The AP Card is not intended to circumvent the appropriate bidding, purchasing, approving or payment process and is not for personal use or unauthorized purchases.

All AP Cards are issued after approval by the employee's administrator and the AP Card Administrator. Card usage will be audited and may be rescinded at any time. You are the only person authorized to use or assign usage of your card. You are committing District funds each time you use the AP Card; this is a responsibility that cannot be taken lightly.

**Receipts are required! Receipts are to be electronically uploaded to your expense envelope online within 5 business days of the purchase.** To register your card, go to:

[www.mycentralpay.com](http://www.mycentralpay.com)

- Click here for card holder registration
  - Organization ID **REPUBLIC**
  - Name on Card - your name
  - Account Number - full credit card number
  - SSN 99999xxxx (enter 99999 and the last four digits of your SSN)

Follow the validation instructions. Once your account is set up, a user can access **Transaction Expense Envelope** by clicking on the **Transaction Envelope** under **Transaction Maintenance** or on the homepage under **Quick Links, Create a Transaction Envelope**.

**Proper record keeping is essential to the success of the AP Card program. Cardholders must retain original itemized sales slips, cash register receipts, invoices, order forms, and packing slip documentation. 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.

## AP CARD USE PROCEDURES

### General

Prior to receiving the AP Card, the cardholder must read the manual, view the PowerPoint, and sign the AP Card Cardholder Agreement, Authorization to Collect for Unauthorized AP Card Charges, and Acknowledgement of Receipt and Terms of Revocation. When you receive your card, sign the back of the card immediately and keep in a secure place. The AP Card program carries corporate, not individual, liability. The AP Card does not impact your personal credit rating in any way. Although the card is issued in your name, it is the property of the District and is only to be used for District purchases.

### How to Cancel a Card

If an employee leaves the District or assumes different duties that do not require the use of the AP Card, the cardholder must surrender the AP Card to his/her immediate administrator. The employee's administrator will cut the card in half and forward to the District's AP Card Administrator with completed form **Card Destruction Notice**. (Appendix 6)

The District reserves the right to cancel any card at any time. Cardholders who misuse the AP Card may be subject to disciplinary action, legal action, and/or termination.

### Card Renewal

AP Cards are renewed automatically and new cards issued by Central Bank every 36 months. A renewal card will automatically be mailed to the District Accounting Office. You will be notified when it is available to be picked up from the District Accounting Office.

### Recourse for Improper Use

In the event improper use of the AP Card occurs, any or all of the following may occur: written notification sent from the District's AP Card Administrator with a copy given to the cardholder's administrator, cardholder will be required to attend additional training in certain circumstances, a payroll deduction may be made to recover costs associated with improper use and/or revocation of the AP Card in addition to any legal or disciplinary action deemed necessary. Determination of revocation will be at the discretion of the Superintendent.

### How to Report a Lost or Stolen Card

If an AP Card is lost or stolen, immediately notify Central Bank customer service at 1-800-472-1959 (on back of card) and immediately notify the District's AP Card Administrator in the Accounting Office (417-732-3605 or [accounts.payable@Republicschools.org](mailto:accounts.payable@Republicschools.org)). When calling Central Bank customer service, you will need to provide the last four digits of your social security number and AP card number.

Upon notifying Central Bank, the card will be deactivated immediately. If the card is reported lost or stolen and is later used, the vendor will be declined. Prompt action in these circumstances is very important to reduce Republic School District's liability for fraudulent charges.

### AP Card Security

Do not allow another staff member to make a purchase using your card. Cards should never be given to students. Cards and card numbers must be safeguarded against use by unauthorized individuals in the same manner you would secure your personal credit card.

## AP CARDHOLDER RESPONSIBILITIES

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 will be charged personally for that purchase.**

### Card Limit

Each AP Card has been assigned a credit limit determined by the Department Administrator and AP Card Administrator. If your card is declined by a vendor and you feel the decline should not have occurred, contact the District Accounting Office. Under no circumstances may purchases be split / divided in an attempt to circumvent the limits placed on the AP Card.

Cardholder's immediate administrator will need to complete a REQUEST TO CHANGE LIMIT ON AP CARD to increase an AP Card limit for a trip or other school-related function which could incur usage over the set AP card limit.

The AP Card may be used with an approved Republic School District's vendor that accepts MasterCard. The AP Card is NOT intended to avoid or bypass appropriate purchasing policies and procedures. Misuse of the AP Card includes, but is not limited to:

- 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 (see below)

Splitting of a Sale - when a sale is split into two or more transactions to avoid the district's bidding policy and to allow the sale to go through on the AP card is **strictly prohibited**. If there is a first offense, you will receive a write-up requesting an explanation. Upon the second offense, AP card privileges will be permanently suspended. Do not:

- Have cashier ring up items in separate amounts/transactions
- Have the cashier ring up part of the order at one time and the remainder of the order at a different time
- Place parts of an order on separate days, for example, sweat pants on one day and hoodies the next day

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

**Purchases must be for the use and benefit of Republic School District.**

**NO PERSONAL PURCHASES ARE ALLOWED.**

### AP Card Purchases

Determine whether the AP card is the most appropriate tool to use for this purchase. Be sure the total amount including shipping/handling will not exceed your card's single purchase limit.

Determine that the price quoted is the best you can reasonably obtain.

Ensure that NO sales tax is charged.

Obtain an itemized receipt at the time of purchase. The itemized receipt should be electronically uploaded to your expense envelope at [www.mycentralpay.com](http://www.mycentralpay.com) within 5 business days of the transaction.

Retain all boxes, containers, special packing slips, etc., until you are certain you are going to keep the items. The Cardholder is responsible for inspecting the items and confirming that the merchandise has been received.

#### Purchase by Phone

Emphasize the District is EXEMPT from sales tax.

Ask for a confirmation number when placing the phone order. Tell the vendor a receipt and packing slip showing itemized pricing information needs to be sent with the purchase. The itemized receipt should be electronically uploaded to your expense envelope at [www.mycentralpay.com](http://www.mycentralpay.com) within 5 business days of the transaction.

#### Purchase by Fax

Retain a copy of the order form and fax confirmation for your records. The itemized order receipt should be electronically uploaded to your expense envelope at [www.mycentralpay.com](http://www.mycentralpay.com) within 5 business days of the transaction.

#### Purchase by Internet

When placing an order from a web site, check to see if the site is running a secure web server by looking at the lock symbol next to the web address. If the lock is 'unlocked' the web server is not secure and your AP card number will be sent across the Internet in plain text which could allow the card number to become compromised. If the lock is open, do not enter your card number and do not place the order. If the key is solid, the web server is running secure web server software and your AP card number will be encrypted. Encryption transforms data into unreadable form to ensure privacy. District policies and good judgment should be used when ordering over the Internet. The transaction receipt or order confirmation should be electronically uploaded to your expense envelope at [www.mycentralpay.com](http://www.mycentralpay.com) within 5 business days of the transaction.

#### Receipts and Record Keeping

Itemized Receipts are required! Itemized receipts are to be electronically uploaded to your expense envelope online at [www.mycentralpay.com](http://www.mycentralpay.com) within 5 business days of the purchase.

Record keeping is an essential component of the AP Card program. Standard auditing procedures require retention of receipts, packing slips, and other documentation. As with any transaction for District purposes, the cardholder must retain the original itemized sales slip, cash register receipts, invoices, order forms, and packing slips.

#### Missing Receipts

If a transaction receipt is misplaced or not received, the cardholder is responsible for contacting the vendor to obtain a duplicate copy. Every attempt must be made by the cardholder to acquire a copy. If unsuccessful, a Lost Receipt Affidavit is included with this manual. (Appendix 4) This must be completed in detail of what was purchased and the cardholder's administrator must sign the form.

**Failure to submit receipts may result in a payroll deduction in the amount of the purchase from the cardholder's wages.**

#### Meals

Sales tax is allowed for non-catered meal expenditures. If meals are purchased for more than one person, all participants must be identified as well as the meal's business purpose. This documentation must be submitted with the itemized receipt to your expense envelope online.

### Sales Tax

Purchases of items for Republic School District are exempt from Missouri state sales tax. This tax exemption applies only to the school, not the individual making the purchase.

It is the cardholder's responsibility to notify the vendor that Republic School District is tax exempt. Our Missouri state tax exempt number is 12585564, and a copy of the Republic School District tax exempt letter is included in the back of this manual. You may need to send a copy of this letter to the vendor.

If Missouri sales tax is charged on the purchase, the cardholder will contact the vendor to have a credit processed on the cardholder's AP card and notify [accounts.payable@republicschools.org](mailto:accounts.payable@republicschools.org). Although not preferred, the vendor may reimburse the sales tax by paying the cardholder in cash. The cardholder should only accept cash if the vendor refuses to process the sales tax on the AP card electronically. If cash is received, it should be given to the AP Card Administrator in the Accounting Office. The cardholder may choose to pay the sales tax from personal funds.

### Receipt of Goods and Materials

The cardholder is responsible for ensuring receipt of goods and materials and any follow-up with the vendor to resolve any delivery problems, discrepancies and damaged goods.

### Resolving Errors, Disputes, Returns and Credits

Disputed billing can result from failure to receive goods and services, fraud or misuse, altered charges, defective merchandise, incorrect amounts, duplicated charges, credits not processed etc. In the event of fraud, notify the District AP Card Administrator in the Accounting Office immediately.

It is the cardholder's responsibility to work with the vendor on any erroneous charges or disputed charges as soon as possible. The first recourse is to contact and follow up with the vendor on any erroneous charges, disputed items or returns as soon as possible. If the vendor agrees an error has been made, they should issue a credit to your AP Card. Request a copy of the credit transaction. Attach detailed documentation or correspondence regarding the dispute to the original purchase order, if applicable, and upload to your expense envelope at [www.mycentralpay.com](http://www.mycentralpay.com). If the vendor prefers to remit credit with a check, the check is to be made payable to Republic School District. The check should be submitted to the District AP Card Administrator in the Accounting Office with documentation of the refund.

If the cardholder is unable to reach agreement with the vendor, the next step is to contact the customer service department at Central Bank, 1-800-472-1959. When calling, be sure to have detailed information regarding the dispute. You are required by law to submit the information in writing to initiate a claims dispute with Central Bank. Any charges you wish to dispute must be identified in writing within 30 days of the statement date to Central Bank. Copies of all correspondence must be retained. Documentation should be kept explaining each credit received for returns or exchanges.

## **BILLING, PAYMENT, DISTRIBUTION PROCESS**

### General

The billing cycle end-date is the 3<sup>rd</sup> of each month. Each cardholder statement is uploaded during that billing cycle.

After the 3<sup>rd</sup> of each month, verify you have entered **all** AP card transactions for that billing cycle month in [www.mycentralpay.com](http://www.mycentralpay.com). Print (or .pdf) the statement and documents and either email to [accounts.payable@republicschools.org](mailto:accounts.payable@republicschools.org) or send to the by the 10th of the same month.

If sales tax was charged, please make sure notated in [www.mycentral.pay.com](http://www.mycentral.pay.com). The sales tax will be charged to the same account as the items purchased. When sales tax credit is issued, it will be deducted from the same account.

**IMPORTANT** - Please indicate in the 'Items Received' column all items were received, if applicable. This will serve as acknowledgement of receipt of items which is required documentation.

If any transactions are pending credit, keep a copy of the AP card transaction log and invoice for your records for when the credit does show on your AP card transactions.

Timing is extremely critical. The Accounting Office must audit ALL transactions for ALL cardholders and compile the information prior to the current month board meeting.

#### School Year End

May's AP card transaction log MUST be reconciled and sent to the Accounting Office before you leave for summer break.

Your AP Cards must be submitted to the Building AP Card Liaison for safekeeping during summer break.



Republic School District  
Accounts Payable (AP) Card  
Appendix

**REPUBLIC SCHOOL DISTRICT  
AP CARD CARDHOLDER AGREEMENT &  
ACKNOWLEDGEMENT OF RECEIPT OF AP CARD**

Name of Cardholder:

Department Name:

---

Cardholder's Administrator:

Phone Number:

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**Cardholder agrees to accept responsibility for the protection and proper use of Republic School District' AP Card in accordance with the terms and conditions below:**

1. Cardholder agrees to provide required supporting itemized receipts from the vendor as designated by the District AP Card Administrator under the District policies and procedures. Failure to report or document any purchase may be deemed an improper use of the AP Card and will result in personal obligation.
2. Cardholder must take reasonable measures to protect card against damage, loss, misuse, and theft. If AP card is lost or stolen, Cardholder must notify Central Bank and the District AP Card Administrator immediately along with any reports of fraud or misuse. Cardholder will not allow card to be used by any other staff or student.
3. **CARDHOLDER MAY NOT MAKE PERSONAL PURCHASES ON THE CARD.** Cardholder understands that he/she shall be personally liable for any improper use of the AP Card and agrees to pay to Republic School District, other than improper use as the result of a lost or stolen card which was immediately reported as required in paragraph two, including fees, interest assessed or any legal fees against the improper purchase. Cardholder understands that his/her improper use of the AP Card may be cause for disciplinary action by the District including termination and that improper use of the AP Card may subject Cardholder to criminal prosecution. Cardholder authorizes the District to withhold amounts attributable to improper use from one or more of the Cardholder's paychecks or other state of Missouri warrant which may be payable to Cardholder. Any personal purchase (even if it is intentional or accidental) may result in cancellation of the card. The District has the responsibility to enforce only appropriate use of the AP Card.
4. Cardholder understands that should his/her employment with the District terminate for any reason, the AP Card must be returned to the cardholder's administrator or if an administrator, the card must be returned to the District AP Card Administrator immediately. Cardholder understands and agrees that District may withhold his/her final paycheck until the AP Card is returned. Cardholder also understands the District may withdraw authorization to use the AP Card and require the return of the AP Card at any time for any reason.
5. Cardholder understands that use of the AP Card is for the purchase of approved items with purchase order authorization and subject to individual card limitations on expenditures for use in official District business. All purchases must comply with District/state accounting and purchasing statutes, regulations and policies including all policies the District implements in the use of the AP Card. If in doubt a purchase is authorized under this agreement through the use of the AP card, Cardholder understands that he/she should seek PRIOR approval from their card administrator.

6. The following items may not be purchased with the AP Card; however, the list is not all-inclusive:
- 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 of a Sale
7. Cardholder understands it is a violation of District policy to have a vendor split a sale into two or more transactions or into two different or more days to accommodate a sale that totals greater than authorized credit limit or to avoid the District's bidding policy. Staff member's AP card privileges may be suspended.
8. As a Cardholder, I agree to accept the responsibility and accountability for the protection and proper use of the AP Card as enumerated above. If non-District charges are placed on the AP card and repayment is not forthcoming immediately upon request, I hereby authorize the District to deduct any non-District personal or excluded item charges from my paycheck subject to the limits of garnishments and writs of sequestration contained in 525.030 RSMo and 15 U.S.C. 1673. Following termination of my employment at the District, I will continue to be financially responsible for and legally liable to the District for non-District, personal, or excluded items purchased on my AP card by myself or with my knowledge including any reasonable cost of collection and attorney fees.

Cardholder signature: \_\_\_\_\_ Date: \_\_\_\_\_

Cycle Credit Limit: \_\_\_\_\_ (not to exceed without authorization)

Credit Card Number: \_\_\_\_\_ Expires: \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_

**REPUBLIC SCHOOL DISTRICT  
AUTHORIZATION TO COLLECT FOR UNAUTHORIZED AP CARD CHARGES**

I, \_\_\_\_\_, understand that I have been issued an AP Card for business use pursuant to Republic School District AP Card Process Manual.

Should I make purchases that are not business expenses and in compliance with the established AP Card procedures, Republic School District will not be responsible for those charges. The following is a list of AP Card Violations that could result in automatic payroll deduction (list is not all-inclusive):

- 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 of a Sale

The cardholder will have thirty (30) days from the date of notification to correct the violation. If, after thirty (30) days the violation remains uncorrected, a payroll deduction will automatically occur.

Automatic payroll deductions can be avoided by rectifying the AP Card Violation as follows:

- making payment to District using personal funds
- receive vendor credit for personal charge
- obtain an itemized original receipt
- have sales tax removed or receive vendor credit

By signing below, this verifies I understand the procedures listed above. I understand I have thirty (30) days after notification to contact the vendor for a credit of a personal charge, remove sales tax, or obtain a vendor itemized receipt for the missing receipt, or make personal reimbursement to the District. If, after thirty (30) days the violation has not been corrected, I authorize any and all payments for non-business/non-accounted AP Card transactions to be deducted from any and all of my wages or other compensation, to the maximum extent permitted by law, in addition to any other action Republic School District may determine appropriate, up to and including termination.

I further agree to electronically upload itemized receipts to my expense envelope at [www.mycentralpay.com](http://www.mycentralpay.com) within 5 business days of the transaction.

If I choose not to sign and submit this form, my AP Card will be cancelled.

Cardholder's Name \_\_\_\_\_ Date \_\_\_\_\_  
(please print)

Cardholder's Signature \_\_\_\_\_ Last 4 digits of card # \_\_\_\_\_

Single Transaction Limit \_\_\_\_\_ Monthly Limit \_\_\_\_\_

Cardholder Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

**REPUBLIC SCHOOL DISTRICT  
ACKNOWLEDGEMENT OF RECEIPT OF DISTRICT AP CARD AND  
TERMS OF REVOCATION FORM**

As an authorized user of the AP Card, I understand I am the only person authorized to make purchases with the Card issued to me and that such purchases must be in connection with my employment with, for the benefit of, and authorized by Republic School District. I agree to accept responsibility for the protection and proper use of the AP Card in accordance with the terms and conditions below and in accordance with the AP Card Purchasing Policies.

I understand I will be making financial commitments on behalf of Republic School District and will seek to maximize the purchasing value of public funds. I understand personal purchases are **not** allowed on the AP Card and agree to use the card for the purchase of items for use in official District business only. All purchases must comply with the District accounting and purchasing policies. I understand examples of items **not** to be purchased with the AP Card are included in the AP Card manual. I understand I shall be personally liable for the improper use of the card and agree to pay the cost of such use, other than improper use as the result of a lost or stolen card, which was immediately reported as required in the AP Card manual, including fees and interest assessed against the improper purchase. I understand improper use of the AP Card may be cause for disciplinary action by the District including termination, and that improper use of the AP Card may subject me to criminal prosecution. I also understand if there are amounts, which are attributable to my improper use of the card, I have authorized the District to deduct those amounts from my paycheck.

I agree to abide by the guidelines in the Republic School District AP Card Process Manual. I understand that failing to follow these guidelines may be deemed an improper use of the AP Card and could result in revocation of the card and appropriate disciplinary action which may include termination. I agree to provide original itemized receipts from the vendor for each transaction made on the AP Card as required in the District's AP Card Process Manual. Failure to report or document any purchase may be deemed an improper use of the AP Card. I understand my department is responsible for all charges, including fees and interest, incurred from the proper use of the card. I understand that should my employment with the District terminate for any reason, my AP Card will be turned in to my administrator. I also understand the District may withdraw authorization to use the card and require the return of such card at any time for any reason. If the AP Card is lost or stolen, I agree to notify Central Bank immediately at 1-800-472-1959, my immediate administrator, and the District AP Card Administrator immediately. I have been given a copy of the AP Card Process Manual, have read this document, have received training on the AP Card program and understand the requirements for AP Card use.

Cardholder's Name \_\_\_\_\_ Date \_\_\_\_\_  
(please print)

Cardholder's Signature \_\_\_\_\_ Last 4 digits of card # \_\_\_\_\_

Single Transaction Limit \_\_\_\_\_ Monthly Limit \_\_\_\_\_

Cardholder Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

**REPUBLIC SCHOOL DISTRICT  
AP CARD LOST RECEIPT AFFIDAVIT**

Use this form when a receipt has been lost

**This form must be approved and signed by the cardholder's immediate administrator and emailed to [accountspayable@Republicschools.net](mailto:accountspayable@Republicschools.net) for Accounting Office Approval.**

Cardholder Name \_\_\_\_\_

Department/School \_\_\_\_\_

Card number - last four digits \_\_\_\_\_

Cardholder phone and email \_\_\_\_\_

Vendor \_\_\_\_\_

Explanation of expense \_\_\_\_\_

Expense account \_\_\_\_\_

Transaction Amount \_\_\_\_\_ Transaction Date \_\_\_\_\_

The receipt was (check applicable)

- Lost
- Never Received

I certify this affidavit for the items included herein for payment are correct and just in all respects and the expense was incurred on behalf of the District and was not a personal purchase. I understand a Lost Receipt Affidavit should not be used on a routine basis and upon the third lost receipt form, my card privileges will be suspended for one month, a fourth lost receipt will result in card privileges suspended for one year and beyond five will result in permanent card suspension.

Cardholder Signature \_\_\_\_\_ Date \_\_\_\_\_

Cardholder Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

District Bookkeeper Signature \_\_\_\_\_ Date \_\_\_\_\_

**REPUBLIC SCHOOL DISTRICT  
REQUEST TO CHANGE LIMIT ON AP CARD**

Use this form to request limit changes on an AP Card

The form should be completed, signed by your immediate administrator, and sent to the AP Card Administrator in the Accounting Office. You will receive an email notification when the increase is approved and implemented.

**This limit increase is effective for 30 days only.**

Cardholder Name \_\_\_\_\_ Card Number Last Four Digits \_\_\_\_\_  
(please print)

Reason for limit increase  
\_\_\_\_\_  
\_\_\_\_\_

When is increased needed \_\_\_\_\_

Department/Building Location \_\_\_\_\_

Expense Account Code \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

***This section to be completed by cardholder's immediate administrator***

Please note: limits may be changed only upon the request of the cardholder's immediate administrator

I would like to request limit changes for this card as follows:

Current Limit Per Transaction \_\_\_\_\_ Current Monthly Limit \_\_\_\_\_

Updated Limit Per Transaction \_\_\_\_\_ Updated Monthly Limit \_\_\_\_\_

Cardholder Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

AP Card Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

***This section to be completed by AP Card Business Office Administrator***

Date changes made \_\_\_\_\_

\*\*\*\*\*

**REPUBLIC SCHOOL DISTRICT  
AP CARD DESTRUCTION NOTICE**

Use this form to document the destruction of a District AP Card

The AP Card listed below was destroyed for the following reason. (check one)

- Card had been reported as lost or stolen and was subsequently found
- Cardholder left employment with District
- Other - please explain \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Card Number \_\_\_\_\_

Cardholder Name \_\_\_\_\_

AP Card Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

AP Card Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_



**REPUBLIC SCHOOL DISTRICT  
LOST OR STOLEN AP CARD REPORT**

Use this form to document a lost or stolen AP Card

Cardholder Name \_\_\_\_\_

Card Number \_\_\_\_\_

Cardholder phone and email \_\_\_\_\_

Approximate location card lost or stolen \_\_\_\_\_

Approximate date card was lost or stolen \_\_\_\_\_

Approximate time card was lost or stolen \_\_\_\_\_

Approximate time cardholder notified Central Bank of lost or stolen card 1-800-472-1959

\_\_\_\_\_  
Approximate time cardholder notified AP Card Administrator of lost or stolen card

\_\_\_\_\_  
Other Information \_\_\_\_\_

\_\_\_\_\_  
Cardholder Administrator Initials \_\_\_\_\_ Date \_\_\_\_\_

AP Card Administrator Initials \_\_\_\_\_ Date \_\_\_\_\_

**REPUBLIC SCHOOL DISTRICT  
AP CARD STATEMENT OF QUESTIONED ITEM**

Use this form to document a questionable purchase

Cardholder Name \_\_\_\_\_

Card Number Last Four Digits \_\_\_\_\_

Cardholder phone and email \_\_\_\_\_

Vendor \_\_\_\_\_

Transaction Amount \_\_\_\_\_ Transaction Date \_\_\_\_\_

The above referenced transaction is being questioned for the following reason(s)

***Check all that Apply***

- difference in the amount authorized and the actual amount billed (attach copy of receipt)
- transaction was previously billed and paid
- do not recognize the transaction
- account charged for transaction but merchandise has not been received
- account charged for transaction but merchandise has been returned
- sales tax was charged on the transaction

***Action taken by Cardholder***

- First Notice \_\_\_\_\_ I will contact vendor to resolve
- Second Notice \_\_\_\_\_ I have contacted vendor - credit to follow
- Third Notice \_\_\_\_\_ Unable to resolve, need assistance

Cardholder Administrator Initials \_\_\_\_\_ Date \_\_\_\_\_

AP Card Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

**REPUBLIC SCHOOL DISTRICT  
AP CARD SALES TAX REIMBURSEMENT**

**Use this form when cardholder reports credit for sales tax or personally reimburses the District for sales tax charged**

Cardholder Name \_\_\_\_\_

Card Number Last Four Digits \_\_\_\_\_

Cardholder phone and email \_\_\_\_\_

Department/Building \_\_\_\_\_

\*\*\*\*\*  
Vendor \_\_\_\_\_

Sales Tax Amount \_\_\_\_\_ Transaction Date \_\_\_\_\_

Sales tax reimbursed by  
 Cardholder  
 Vendor

Sales tax reimbursement is in the form of  
 Cash or check  
 Credit back to AP Card

\*\*\*\*\*  
If sales tax reimbursement is collected from the cardholder, complete this section:

Amount Paid \_\_\_\_\_

Date Paid \_\_\_\_\_

\*\*\*\*\*

Cardholder Administrator Initials \_\_\_\_\_ Date \_\_\_\_\_

AP Card Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

**REPUBLIC SCHOOL DISTRICT  
MISSOURI SALES TAX EXEMPTION LETTER**

*State of Missouri*

EXEMPTION FROM MISSOURI SALES AND USE TAX ON PURCHASES AND SALES

Issued to:

REPUBLIC R-III SCHOOL DISTRICT  
518 N HAMPTON  
REPUBLIC MO 65738

Missouri Tax I.D.  
Number: 12585564

Effective Date:  
07/11/2002

Your application for sales/use tax exempt status has been approved pursuant to Section 144.030.2(19), RSMO. This letter is issued as documentation of your exempt status.

Purchases by your Organization are not subject to sales or use tax if within the conduct of your Organization's exempt charitable religious or educational functions and activities. When purchasing with this exemption, furnish all sellers or vendors a copy of this letter. This exemption may not be used by individuals making personal purchases.

A contractor may purchase and pay for construction materials exempt from sales tax when fulfilling a contract with your Organization only if your Organization issues a project exemption certificate and the contractor makes purchases in compliance with the provisions of Section 144.062, RSMO.

Sales by your Organization are not subject to sales or use tax if within your Organization's exempt charitable, religious or educational functions and activities. If your Organization engages in a competitive commercial business that serves the general public, even if the profits are used for purposes of your exempt function, you must obtain a Missouri Retail Sales Tax License and collect and remit sales tax.

This is a continuing exemption subject to legislative changes and review by the Director of Revenue. If your Organization ceases to qualify as an exempt organization, this exemption will cease to be valid. This exemption is not assignable or transferable. It is an exemption from sales and use taxes only and is not an exemption from real or personal property tax.

Any alteration to this exemption letter renders it invalid.

If you have any questions regarding the use of this letter, please contact the Division of Taxation and Collection, P.O. Box 3300, Jefferson City, MO 65105-3300, Phone 573-751-2836.