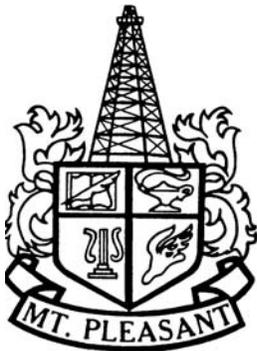


Mt. Pleasant Public Schools

**Purchasing Card
Cardholder Guide
Cardholder Agreement
Cardholder Forms**



OVERVIEW

The Purchasing Card Program is intended to streamline and simplify the Purchasing and Accounts Payable functions. The Purchasing Card is a tool that reduces transaction costs, facilitates timely acquisition of materials and supplies, automates data flow for accounting purposes and offers flexible controls to help ensure proper usage. The Purchasing Card Program is designed as an alternative to a variety of processes including petty cash, check requests, and low dollar purchase orders. The Purchasing Card Program is not intended to avoid or bypass current payment procedures. Rather, the Program complements the existing processes. Some minimal record keeping is essential to ensure the successful use of the Purchasing Card. This is not an extraordinary requirement; standard payment policies require retention of receipts, etc.

This Cardholder Guide provides information about the process, the types of purchases that can and cannot be made, records that must be maintained and reconciled for each cycle, and a variety of other Program information.

PLEASE REMEMBER THAT YOU ARE COMMITTING DISTRICT FUNDS EACH TIME YOU USE THE PURCHASING CARD. You are the person responsible for all charges made to the card, which has been issued to you. Intentional misuse or fraudulent abuse may result in disciplinary action up to and including dismissal.

The card will have no impact on your personal credit. Although the card lists an individual's name, the card is actually issued to the School District.

OBTAINING A CARD

Only employees of the School District are eligible to receive a Purchasing Card. Contractors or temporary employees are not eligible. You are responsible for the security of the card and all transactions made against the card. You will be required to sign a Purchasing Card Cardholder Agreement as part of the Purchasing Card application.

When you receive your Purchasing Card, **IMMEDIATELY SIGN** the back of the card and always keep it in a secure place. Although the card is issued in your name, it is the property of the School District and is only to be used for district purchases as defined in this guide.

PURCHASING CARD RESTRICTIONS

The Purchasing Card **IS NOT** to be used for personal purchases, cash transactions such as money orders, ATM, travelers checks, wire transfers, or unless you have prior permission from the card administrator, any travel and entertainment expenses such as airline tickets, hotel accommodations, car rentals or meals.

DO NOT SPLIT A TRANSACTION into separate receipts to bypass your single purchase limit. Contact your supervisor if you find that your single purchase limit is set too low.

USING THE CARD:

YOU MUST HAVE A DETAILED RECEIPT FOR ALL ITEMS YOU PURCHASE.

Purchases, with necessary approval, are initiated using your assigned card. Be sure your purchases are within your budget. You may use the credit card wherever it is accepted. It is required at the time of purchase that you receive a receipt. You may also order by phone or mail using your credit card. When you place your order, ask that a receipt be included with the goods when the product is shipped to you. This receipt is the only original documentation. Your name and P-Card must appear on the packing slip and external shipping label. The supplier will ask for your Purchasing Card number, expiration date and the "ship to" address. It is important that P-Card and your name appear on the invoice. Companies that are frequently used by the District already have the School District Accounts Payable Department in their computer and will likely forward the invoice there. Accounts Payable will forward to you – IF YOUR NAME appears on the face of the invoice; if it does not, Accounts Payable will have no idea where to direct the invoice when it arrives. You may also purchase on-line. After you send the order, print off the e-mail confirmation as proof of purchase for reconciliation purposes.

The following are the minimum conditions-instructions-limitations required for all transactions utilizing the Mt. Pleasant Public Schools Purchasing Card Program:

1. No single Purchasing Card transaction may exceed five hundred dollars (\$500.00). Vendors must have point-of-sale (card "swipe" type) terminals. For example, it could be a single item for very small amounts (\$1 or less) or a group of items totaling \$500.
2. No personal use of the Purchasing card will be authorized or allowed.
3. No ATM cash withdrawals will be allowed on the Purchasing card.
4. Only in stock, immediate delivery items may be purchased. **No back orders!** When making telephone orders or internet orders, verify the items are in stock and ready for immediate shipment before giving the card number and placing the order.
5. Telephone orders and internet orders must be invoiced only at or after date of shipment. Advance orders that would cause Mt. Pleasant Public Schools to pay an invoice **before** receipt of the goods are **not permitted**.
6. Purchasing card purchases are exempt from state.
7. All purchases are to be made within the limits set and the available budget.
8. Services are not to be purchased with the card.
9. The Purchasing card shall not be used for travel and entertainment expenses, unless advance permission has been granted.
10. You must obtain itemized transaction receipts from the merchant for each use of the card.
11. You must ensure that the prices paid are fair and reasonable.
12. All items purchased are required to be bona fide Mt. Pleasant Public Schools business.

13. If using the Purchasing Card for the Tribal Grant you were awarded, purchase only those items you requested the grant for.
14. All items must be shipped to your building address. Do not have items shipped to your home.

Do not make partial purchases or orders with this card. Each order should be a complete order for whatever is wanted or needed at the time. Do not order unavailable items as you will be unable to reconcile your statement.

Do not split purchases with this card. A purchase that is split into two or more purchasing card transactions to avoid the cardholder transaction limit is not allowed. Such activity constitutes improper use of the purchasing card.

SALES TAX

Sales tax **SHOULD NOT** be paid on any purchases made with the Purchasing Card. The School District is tax-exempt. The tax-exempt identification number appears on the face of your card. A tax-exempt certificate is issued to you at the time you receive your Purchasing Card. While we do not have reciprocal agreements with other states, it is always good to ask for the tax-exempt status. Many times your request will be honored.

RECONCILING YOUR ACCOUNT

Every month you will receive a Statement of Account. The statement will identify each transaction made against the Purchasing Card during the billing cycle.

1. Immediately reconcile your statement against your receipts for accuracy.
2. Sign the statement and staple all receipts to the back of the statement
3. If there is an account number printed on your Purchasing Card below your name, write this account number on your Transaction Log. If there is no account number printed on your card you need to assign an account number to charge the expenditures.
4. Forward to your supervisor for approval. After review/approval your supervisor will forward to the Chief Financial Officers Office.

Your account(s) must be reconciled within 5 days of receipt of your Statement.

If you make telephone purchases, it is helpful to keep a Transaction Log as a tool to help maintain purchase information and to help reconcile your account. If the Statement of Account arrives before you receive the invoice, you can use the following as evidence of purchase: 1) the packing list to verify receipt of goods and 2) the catalog order form to verify purchase price.

RESOLVING ERRORS AND DISPUTES

Errors with merchandise delivery or incorrect billing will occasionally arise with the Purchasing card system. Problems can usually be categorized into one of the following:

- non-receipt of merchandise
- incorrect quantity delivered
- defective merchandise
- incorrect price charged
- unrecognized item on a statement
- credit for returns not processed

The reconciliation of these problems can be reached by following the steps outlined below. When applicable, you will get credit applied to your purchasing card account. Under no circumstances is the cardholder to get a cash refund. You must prepare a Cardholder Dispute Form and send it to JPMorganChase within 10 days from the statement date on which the disputed charge appeared.

In case of an error, contact the supplier to reach an agreement. Most disputes can be resolved between you and the supplier directly. If you are unable to reach an agreement with the supplier, call Marla Michalak. You will be asked to complete a Statement of Questioned Item Form. The bank will flag your account pending an investigation. **ALL DISPUTES MUST BE SUBMITTED IN WRITING TO THE BANK WITHIN 10 DAYS OF THE STATEMENT DATE.**

LOST OR MISROUTED ITEMS

If a sufficient amount of time has elapsed and you have not received an item, the following steps should be taken:

1. Contact the supplier and inquire when the item was delivered and to what location.
2. Contact the person at your location who normally receives packages and have them check their incoming log for the date of package or carton arrival.
3. If there does not appear to be any record of the incoming material, you must call the supplier and request proof of delivery.
4. If the supplier cannot supply this documentation, he should realize that your order was not shipped and should make arrangements to deliver the desired product.

If satisfactory resolution cannot be reached, call your supervisor.

INCORRECT QUANTITY OR DEFECTIVE PRODUCT

You should always check incoming material as soon as it is received to ensure that the product matches what was ordered in quantity and quality. If any discrepancies are noted, the following steps should be taken.

1. Contact the supplier and attempt to resolve the issue over the phone.

2. If no settlement can be reached, call the 800 number listed on the back of the Purchasing card. Complete the Dispute Form and fax the information to JPMorganChase. Make a copy and attach it to your Transaction Log.
3. JPMorganChase vows to resolve all disputes as soon as possible within 90 days. It may be necessary to reorder the item in the interim, but Mt. Pleasant Public Schools will receive all deserved credit. If an item must be returned to the supplier, obtain a Return Merchandise Authorization from the supplier in order to ship material back to the vendor.

STATEMENT DISCREPANCIES

If discrepancies are noted on the monthly MasterCard Card memo statement (for quantity, price, duplicate billing, no credits from prior transaction, billing for item not received), the following steps should be taken.

1. Contact the supplier and try to reconcile the difference. Make notes on your Transaction Log of the status. Keep a record of all your telephone calls to the supplier.
2. If the supplier does not agree that an error has been made, contact the Customer Service Department at JPMorganChase using the 800 number on the back of your Purchasing Card. State that you would like to dispute a charge on your card. Complete the Cardholder Dispute Form and either fax or mail the form to JPMorganChase. The amount of the next statement will be reduced by the amount of the disputed item until the question is resolved.
3. Any charge you dispute must be identified on the form immediately. A copy of the dispute form must accompany your Transaction Log to Accounts Payable. Disputes will then be resolved by JPMorganChase within 90 days.
4. You are responsible for the transactions identified on your statement. If an error is discovered, you are responsible to show that the error or dispute resolution process has been invoked.

RETURNS AND RESTOCKING FEES

A shipping order may be needed to return an item to a vendor. When goods are returned through no fault of the supplier, the supplier may charge a restocking fee. If this occurs, you must note the restocking charge on the Transaction Log and reconcile the charge with the MasterCard Card statement.

VIOLATIONS AND CONSEQUENCES

Below are five types of cardholder violations and an explanation of what is an appropriate consequence for each violation. Your department supervisor, the card administrator, and the purchasing department have the authority to cancel a card at any time.

Violations:

- 1. Personal purchase(s)**
- 2. Cash or cash type transactions**
- 3. Split purchases**
- 4. Inappropriate purchases**
- 5. Lack of supporting documentation**

Consequences:

1. Personal Purchase(s)

Definition: A personal purchase is anything that is not purchased for use and ownership by MT. PLEASANT PUBLIC SCHOOLS.

Violation: It is a cardholder violation to make **ANY** personal purchases or transactions with the Purchasing Card or by any other purchase method. It is against the law to use government funds, local, state or federal, to purchase items for personal use. **Even though you may have intentions to pay MT. PLEASANT PUBLIC SCHOOLS back, it is still considered a fraudulent act.**

Consequence: If a personal purchase is made, MT. PLEASANT PUBLIC SCHOOLS will be reimbursed immediately for the amount of the personal purchase. The card will be canceled. The violation of this policy will be investigated and recorded in the employee's personnel file. It may result in disciplinary action, up to and including termination and/or criminal prosecution. In the event of willful or neglectful violation of this responsibility, MT. PLEASANT PUBLIC SCHOOLS will take any and all recovery actions deemed appropriate and permitted by law.

2. Cash Or Cash Type Transactions

Definition: Cash, cash in addition to purchase, cash in lieu of credit to account, travelers checks, money orders, gambling, ATM transactions, etc.

Violation: It is a cardholder violation to receive cash or make a cash type transaction using the Purchasing Card.

Consequence: The card may be canceled and the violation of this policy will be investigated. It could result in disciplinary action, up to and including termination and/or criminal prosecution. In the event of willful or neglectful violation of this responsibility, MT. PLEASANT PUBLIC SCHOOLS shall take any and all recovery actions deemed appropriate and permitted by law.

3. Split Purchases

Definition: Split transactions are defined as single items costing more than \$500 which are split between multiple transactions to circumvent the \$500 limit.

Violation: It is a cardholder violation to split purchase as defined herein.

Consequence: The card may be revoked, and the cardholder will be required to obtain further training before the card is reinstated.

4. Inappropriate Purchases

Definition: Any purchase that is a violation as set forth in this guide, the laws of the State of Michigan, and the purchasing policies and procedures of MT. PLEASANT PUBLIC SCHOOLS. The Purchasing Card is to be used for small dollar purchases of commodity items ONLY. No contractual items or services or any other purchases not permitted by the intent and purpose of the Purchasing Card Program are allowed.

Violation: It is a cardholder violation to purchase any inappropriate items or services on the Purchasing Card.

Consequence: Any violation of this policy will be investigated and could result in disciplinary action, up to and including termination and/or criminal prosecution. At a minimum, the Cardholder will receive a warning and may be required to obtain additional training on use of the program. Chronic abuse will result in cancellation of the card and will be investigated as a personal purchase.

5. Failure To Provide Supporting Documentation

Definition: Each transaction on the Purchasing Card must be represented by an itemized receipt or other acceptable means of documentation that verifies the date of purchase, the vendor or merchant's name, each item purchased and the price of each item.

Violation: Lack of supporting documentation for a transaction is a cardholder violation.

Consequence: Violations of this policy will be investigated and could result in disciplinary action. Human error and patterns of chronic abuse will be considered. At a minimum, the cardholder will receive a warning and may be required to obtain additional training on use of the program. Chronic abuse will result in cancellation of the card and will be investigated in the same manner as a personal purchase.

PAYING THE BILL

The Purchasing Card is a corporate pay arrangement. Account balances will be paid in full every month by wire transfer. Your purchases will be charged directly to your general ledger account. DO NOT send your Statement to Accounts payable with a check request!

LOST OR STOLEN CARDS

Your Purchasing Card must be secured, just as you would secure your personal credit cards. If your card is lost or stolen, immediately contact the bank via their toll free number. Also notify the School District Purchasing Card Program Administrator.

REFUSAL OF CARD OR ACCOUNT

If your purchase is declined, the vendor will not know why the sale did not go through. Turn your card over and call the customer service number. The representative will tell you why the sale was declined.

DEPARTMENTAL CHANGES

If you transfer or resign your position, IMMEDIATELY RETURN YOUR CARD TO EITHER YOUR SUPERVISOR OR TO THE PROGRAM ADMINISTRATOR.

PURCHASING CARD AUDIT ACTIVITY

Your purchasing card activity is subject to random audits by the Business Office and/or the district auditing firm to help ensure adherence to the program's policies and procedures.

MERCHANTS THAT DO NOT ACCEPT THE CARD

Merchants are encouraged to become involved in the Purchasing Card Program so that you can use the Program most effectively. Merchants may contact their local bank or financial institution to become credit card capable. For those merchants that are unwilling to participate in the Program, alternative sources should be found.

COMMON QUESTIONS ABOUT THE CARD PROGRAM

Who can obtain a credit card?

Certain employees whose positions require routine purchases of small dollar items may be eligible to obtain a MasterCard Purchasing Card. Discuss applicability with your supervisor or the MT. PLEASANT PUBLIC SCHOOLS card administrator.

What is a small dollar purchase?

Small dollar purchases are less than **\$500**. For example, it could be a single item for very small amounts (\$1 or less) or a group of items totaling \$500.

Who handles changes or deletions to the card?

The card administrator.

Who is the card administrator?

The Chief Financial Officer is the MT. PLEASANT PUBLIC SCHOOLS Card Administrator and coordinates all activities related to the MT. PLEASANT PUBLIC SCHOOLS Purchasing Card System.

What if I change job position or department within MT. PLEASANT PUBLIC SCHOOLS?

Contact your supervisor. If you believe a card is needed in your new position, your supervisor will review the matter to determine applicability. If found to be essential, a request will be made through the card administrator.

May I use the card over the telephone?

Yes, just like you might use your personal credit card. The supplier will ask for your card number and expiration date of the card. Make sure to record your transaction in your Purchasing Transaction Log. A copy of the Transaction Log is included in the MasterCard Card Purchasing Card Cardholder Guide. You should instruct the supplier to provide a detailed receipt showing what was purchased and any freight/shipping charges and include the receipt in the shipment to you.

Does a supplier have to be an approved MT. PLEASANT PUBLIC SCHOOLS vendor?

No. You may use the card for legitimate transactions with any legitimate supplier that accepts the MasterCard Card. Remember, MT. PLEASANT PUBLIC SCHOOLS pays MasterCard, not the vendor.

What limitations are placed on the card?

- Not to exceed transaction limits assigned to you (including shipping).
- Not to exceed the monthly limit assigned to you.
- Unauthorized Uses listed below:
 - Airfare (unless given prior permission from card administrator)
 - Hotels (unless given prior permission from card administrator)
 - Travel And Entertainment
 - Any Fixed Assets (Equipment having a cost of \$500.00 or more)
 - Computer Hardware
 - Capital Equipment
 - Consulting Agreements
 - Services (Any Type)
 - Technical Subcontracts Or Services
 - Building Improvements
 - Construction Contracts
 - Hazardous Materials
 - Temporary Employment Services
 - Copy Machine Leases
 - Automobile Leases
 - Utilities
 - Advertising
 - Legal Fees
 - Insurance Premiums
 - Alcohol
 - Tobacco

Note: Individual cards have been “blocked” against use with certain non-business related establishments as well as subsistence type purchases. This has been done by denying approval on certain MCC (Merchant Category Codes). If you attempt to use the card for unauthorized purchases, the transaction will not clear.

What if I’m declined authorization?

If a *unique* situation brings you over your card’s limitations, contact your card administrator immediately. The card administrator can contact JPMORGANCHASE to have the transaction approved.

What do I do with the receipts/packing slips?

Save them!!! They are **very** important. You will not be able to reconcile your monthly memo statement without them. They must be attached to your statement.

What if something I’ve ordered (my shipment) is late or not received?

First contact the supplier, verifying the date of shipment and carrier. Check with the person at your location who normally receives packages. If the package cannot be located, request proof of delivery from the supplier. Continue checking with the supplier until you receive your shipment.

How does the supplier get paid?

The supplier will be paid by MasterCard through the electronic banking network. In most cases the supplier will be paid by MasterCard Card in two to three days. You do not have to do anything for the supplier to get paid.

Who pays the bill?

The MT. PLEASANT PUBLIC SCHOOLS Purchasing Card is a central bill and pay process. JPMORGANCHASE will submit a single monthly invoice to MT. PLEASANT PUBLIC SCHOOLS, which includes all activity on all cards for the billing period. You will receive a monthly memo statement from MasterCard. This MasterCard statement is simply a memo record of transactions made against your card for the billing period. You will use this statement for reconciliation.

How do I reconcile a monthly statement?

Your monthly statement from MasterCard will list the suppliers and the amounts of purchases made using your card. Using the Transaction Log that you’ve maintained as purchases were made, plus all the detailed receipts, will make reconciliation to the MasterCard statement easy.

Your reconciled MasterCard memo statement, Transaction Log, and receipts are then forwarded to the person designated to verify your charge activity and then on to your supervisor who, in turn, will review, approve and forward to the Chief Financial Officer.

Note: Chief Financial Officer will pay the bill based on what the MasterCard summary indicates. Any disputes will be handled after payment with credits or debits issued in the next billing cycle. Your use of the card is always subject to review by your supervisor, card administrator, and Internal Audit. Therefore, it is critical that you maintain good records.

What if I have a dispute or incorrect charge?

If you have a problem with the statement, identify the problem and try to resolve it directly with the supplier. If the supplier refuses to issue credit, replace the item, or otherwise fails to resolve

the problem, complete a Cardholder Dispute Form and forward the form to JPMORGANCHASE. Keep a copy for your records.

What if I've lost a receipt?

A detailed receipt is **very** important because it serves as proof of what was purchased. If a receipt is inadvertently misplaced, try to get a copy from your supplier. If that proves to be impossible, make a note on both your monthly statement and Transaction Log that the detailed receipt is missing. Repeated losses can cause card revocation.

What if I have an unauthorized charge on my monthly statement?

For example, there's a charge, and you don't believe it's valid. First, try to resolve the problem yourself with the supplier. If you cannot resolve the dispute yourself, fill out a Cardholder Dispute Form and send it to JPMORGANCHASE. Keep a copy for your records.

How does the cost get into the school board's accounting system?

All purchases made on your card will be charged to the proper account in the MT. PLEASANT PUBLIC SCHOOLS Accounting System. You must designate an account number on your Transaction Log which is approved by your supervisor.

What if my card is lost or stolen?

The Purchasing Card is a valuable asset and should be maintained with reasonable security and protection. If you cannot find your card or if it is stolen, immediately notify JPMORGANCHASE Customer Service at **1-800-316-6056!** Also call the card administrator.

Upon receipt of the call, further use of the card will be blocked. Prompt action in these circumstances can reduce MT. PLEASANT PUBLIC SCHOOLS liability for fraudulent charges. Written confirmation of cancellation must then be accomplished by mail or fax **by you!**

Will my purchases be checked?

Yes. Each month after you reconcile your monthly memo statement, you will submit your statement and Transaction Log with attached receipts to your supervisor for approval. Your supervisor will sign and date the statement as proof of statement review.

In addition, there will be random audits performed by MT. PLEASANT PUBLIC SCHOOLS to verify compliance. That is why it is **very** important for you to maintain copies of your Transaction Log and receipts.

What do I do with all the records I have?

Your end-of-period reconciled records (receipts, Transaction Log, and MasterCard memo statement) will be sent through your supervisor to the Chief Financial Officer to be paid. Always keep copies for yourself for at least a year.

Feedback about the Purchasing Card

Your feedback on how the Purchasing Card is working is very important to the initial and long-term success of the program. You may have other ideas for use of the card which will have significant impact to MT. PLEASANT PUBLIC SCHOOLS. Feedback can be given to your supervisor or to the card administrator.

FORMS

1. CARDHOLDER AGREEMENT (Front Side)
2. EMPLOYEE PURCHASING CARD AGREEMENT (Back Side)
3. REQUEST FOR CHANGE IN SPENDING LIMITS
4. SAMPLE MONTHLY TRANSACTION LOG
5. CARDHOLDER STATEMENT OF DISPUTED ITEMS
6. CARDHOLDER STATEMENT OF MISSING DOCUMENTS
7. AFFIDAVIT OF UNAUTHORIZED USE
8. JPMORGANCHASE MASTERCARD CARD CHARGEBACK GUIDELINES

**MT. PLEASANT PUBLIC SCHOOLS BOARD
PURCHASING CARD
CARDHOLDERS AGREEMENT**

Introduction

Mt. Pleasant Public Schools Board has entered into an agreement with JPMorganChase that provides qualified employees with a MasterCard Purchasing Card at company expense to purchase low cost materials and services. Using the Purchasing Card benefits the Company and Cardholder through:

- Promptly paying our suppliers
- Reducing overall processing costs
- Decentralizing purchasing responsibility

The policies contained in this agreement and in the supplemental Purchasing Card User Cardholder Guide must be followed by Cardholders as guidelines for conducting MT. PLEASANT PUBLIC SCHOOLS business. Policy violations will result in revocation of Cardholder privileges and possible disciplinary action.

General Policy Guidelines

Card Member Definitions: Purchasing Cards are issued at the discretion of the Mt. Pleasant Public Schools to qualified employees.

Ownership and Cancellation of the Purchasing Card: The Purchasing Card remains the property of JPMorganChase. It may not be transferred to, assigned to, or used by anyone other than the designated Cardholder. JPMorganChase may suspend or cancel Cardholder privileges at any time for any reason.

The Cardholder will surrender the Purchasing Card upon request to Mt. Pleasant Public Schools or any authorized agent of JPMorganChase. Use of the Purchasing Card or account after notice of its cancellation may be fraudulent and may cause JPMorganChase to take legal action against you.

Spending Limits: Each Purchasing Card has a pre-set spending limit, which may not be exceeded under any circumstances. The Purchasing Card should be used whenever and wherever possible for charging low cost materials or commodities (Including shipping and handling). **NO PERSONAL EXPENSES ARE TO BE CHARGED TO THE PURCHASING CARD.**

Purchasing Card Abuse: Abuse of the Purchasing Card will result in revocation of the Card and appropriate disciplinary action, which may include termination. Policy violations include, but are not limited to:

- Purchasing items for personal use
- Exceeding your card's credit line limit
- Using the Purchasing Card for travel and entertainment purposes (unless given prior permission)
- Failure to return the Purchasing Card when reassigned, terminated, or upon request
- Failure to submit proper documentation to the appropriate accounts payable group

Usage

For additional specific usage guidelines, the Purchasing Card Cardholder must refer to the supplemental Purchasing Card User Cardholder Guide which is distributed with the Purchasing Card and by this reference is incorporated and made a part of this agreement.

Receipts

It is the Cardholder's responsibility to obtain transaction receipts from the merchant or vendor each time the Purchasing Card is used. Each month, the Cardholder will received an activity report in the form of a memo statement. Individual transaction receipts are to be attached to this monthly activity report and submitted to the Cardholder's supervisor for review and approval. Following supervisor approval, the activity report and receipts must be forwarded to the accounts payable department for review, payment and audit.

Protecting the Mt. Pleasant Public Schools Purchasing Card

The Purchasing Card is valuable property, which requires proper treatment by the Cardholder to protect it from misuse by unauthorized parties.

Validation/Safekeeping:

Sign the Purchasing Card immediately upon receipt. When the expiration date is passed and/or after you have received a new Purchasing Card, cut the old Purchasing Card in half and return to card administrator. Make sure the Purchasing Card is returned to you after each charge and verify that the returned Card has your name on it. Carbon sheets should be retained and destroyed.

Lost/Stolen Purchasing Cards:

If the Purchasing Card is lost or stolen, contact JPMorganChase's 24-hour toll free number at 1-800-316-6056. The Cardholder is also required to contact the Mt. Pleasant Public Schools Card Administrator.

The undersigned Cardholder applicant and supervisor request that a Mt. Pleasant Public Schools Purchasing Card be issued to the applicant. This applicant has read the above agreement and guidelines and agrees to be bound by their terms and conditions.

_____	_____
Applicant	Date
_____	_____
Supervisor	Date

Applicant and Supervisor - Complete Application on reverse and retain one copy each of Agreement/Application.

Forward this Agreement to your Mt. Pleasant Public Schools Card Administrator in the Business Office.

MT. PLEASANT PUBLIC SCHOOLS

EMPLOYEE PURCHASING CARD AGREEMENT

I, _____ hereby request a JPMorganChase/Mt. Pleasant Public Schools MasterCard Card Corporate Purchasing Card. As a cardholder, I have read and understand the MT. PLEASANT PUBLIC SCHOOLS **Purchasing Card** User Cardholder Guide. I agree to comply with the **Purchasing Card** policies and procedures contained in the User Cardholder Guide and the following terms and conditions regarding my use of the card.

1. I understand that I am being entrusted with a valuable tool, the Purchasing card. I will be making financial commitments on behalf of Mt. Pleasant Public Schools. I will obtain the best value for MT. PLEASANT PUBLIC SCHOOLS by using the card wisely and with discretion.
2. I agree to use this card for official approved purchases only. I fully understand that misuse or abuse of the card will result in revocation of the card and in appropriate disciplinary action, which may include termination of my employment. I also agree to attend training on the use of this card as prescribed by the card administrator.
3. Policy violations include, but are not limited to:
 - Purchasing items for personal use or non-MT. PLEASANT PUBLIC SCHOOLS business purposes
 - Exceeding card transaction dollar limits or monthly limits
 - Using the card for travel-related expenses, unless I have received prior permission
 - Failure to turn the card over to the card administrator when appropriate
 - Failure to submit proper documentation with each monthly statement
 - Allowing the card to be used by someone else
1. I agree to return the card immediately upon request or upon termination of employment (including retirement and resignation). Should I be transferred, qualify for extended leave or undergo an organizational change which causes my duties to no longer necessitate the use of the card, I agree to return it immediately and arrange for a new one as may be appropriate.
2. If the card is lost or stolen, I agree to immediately notify JPMORGANCHASE and the MT. PLEASANT PUBLIC SCHOOLS card administrator verbally and in writing.

Employee Signature Date Building Tribal Grant Number

Supervisor Signature Date Card Administrator Date

Transaction Limit: \$ _____ Monthly Limit: \$ _____

Submit to Card Administrator for Authorization

**MT. PLEASANT PUBLIC SCHOOLS
PURCHASING CARD**

REQUEST FOR CHANGE IN SPENDING LIMITS

I, _____, hereby request a change in spending levels for my MT. PLEASANT PUBLIC SCHOOLS Purchasing Card. I acknowledge that my original signed Employee Purchasing Card Agreement remains unchanged. I am only changing the level of dollar limits as approved by my supervisor as outlined below.

New limit requested: \$ _____/Monthly

\$ _____/Per Transaction

Employee Signature

Date

Supervisor Approval

Date

Card Administrator

Date

**MT. PLEASANT PUBLIC SCHOOLS
PURCHASING CARD
CARDHOLDER STATEMENT OF DISPUTED ITEM(S)**

RE: _____

CARDHOLDER NAME: _____ CARD NUMBER: _____

MERCHANT NAME: _____ DISPUTED AMOUNT: \$ _____

I dispute the charge(s) described herein as follows: [Check Appropriate Box(s)]

- I certify that the charge listed above was not made by me nor were the goods or services represented by the above transaction received by me or by a person authorized by me.
- I do not recognize the transaction as listed above. Please inform me of merchant name and description of merchandise purchases.
- Although I did engage in the above transaction, I dispute all or part of the charge in the amount of \$ _____. I have contacted the merchant and requested a credit adjustment that I did not receive or was not satisfactory.
- I have been charged twice for the same transaction. Posting dates: _____ and _____
- A credit slip was listed as a sale on my statement.
- The amount of the sales slip was increased from \$ _____ to \$ _____. Enclosed is my copy of the sales slip prior to alteration.
- I received a price adjustment (credit slip) on the above transaction, and it has not appeared on my statement. Enclosed is a copy of the credit memorandum.
- Other, please explain completely.

I am disputing the charge because: _____

Signature: _____

Daytime Phone: _____

Date: _____

JPMORGANCHASE of Shreveport

Telephone Billing Inquiries to: 1-800-316-6056
Fax Dispute Form to: 1-847-488-3024

**MT. PLEASANT PUBLIC SCHOOLS BOARD
CARDHOLDER STATEMENT OF MISSING DOCUMENT(S)**

CARDHOLDER: _____

CARD NUMBER: _____

SUPERVISOR SIGNATURE: _____

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<u>Item Description</u>	<u>Date of Purchase</u>	<u>Vendor</u>	<u>Cost</u>
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Detailed Explanation of Missing Documentation:

The undersigned employee responsible for said missing documentation hereby states under oath that the above facts are true and correct to the best of his/her knowledge.

Signature of Employee

Date

This date personally appeared before me, the undersigned authority, in and for Mt. Pleasant Public Schools, State of Michigan, the above named employee, who, being first duly sworn, stated on his/her oath that the above facts are true and correct to the best of his/her knowledge.

Given under my hand and official seal, this the _____ day of _____, _____.

Notary Public

Note: This affidavit shall be attached to the Cardholder's Memo Statement and Transaction Log and filed with his/her supervisor.

**AFFIDAVIT OF UNAUTHORIZED USE
OF
JPMORGANCHASE PURCHASING CARD**

Mt. Pleasant Public Schools

_____ being duly sworn according to law, deposes and states that (he/she) is the holder of MasterCard Purchasing Card number _____ expiring _____ as issued by JPMorganChase. Deponent states that this card was discovered (lost/stolen) on _____ (date) at _____ (location) and that JPMorganChase was notified on _____ (date) by _____ (means) that the card is missing.

Deponent further states that no persons other than those named here, have ever been given this Purchasing card or authorized in any way to use this card. Further, that (he/she) has not received any benefit or portion of the proceeds of any transaction or withdrawals made with this Purchasing card on _____ (amounts, dates, locations). Further, that the deponent (does/does not) know who used the card or who obtained possession of the card.

Deponent further states that this affidavit is made voluntarily and for the purpose of obtaining proceeds of said transactions and establishing the fact that said transactions were made by someone other than Deponent without actual authority and were wholly unauthorized by Deponent. Deponent will testify, declare, depose or certify under oath to the truth of any or all of the foregoing statements before any court, tribunal officer, or person in any case now pending or that may later be brought in connection with the unauthorized transaction(s).

Deponent's Signature

Address , City, State, Zip Code

Sworn to and subscribed before me, this the _____ day of _____, _____

My Commission Expires _____

NOTARY PUBLIC

MASTERCARD CARD CHARGEBACK GUIDELINES

As a general rule disputes on MasterCard Card purchases can take up to 90 days to be resolved from the date we are notified. We need you to notify us within 30 days from the time you notice a dispute on your account in order for your rights to be protected. All disputed items must be charged back no later than 120-180 days from the date of the purchase.

When there is a dispute be sure to notify JPMorganChase in writing as soon as the dispute occurs. JPMorganChase will send the appropriate forms to be filled out and put the disputed item in suspense so no finance charges will be accumulated. All dispute letters must be signed by the person embossed on the card.

Where certain charge back rights may not exit, JPMORGANCHASE may use Compliance Rights to retrieve partial or full dollar amount of the disputed item. MasterCard Card has set strict standards to protect the consumer so this option is used as the exception.

Common Disputes

1. Non-receipt of merchandise: Must allow time for merchandise to arrive. We have 120 days from the date of expected delivery to charge back the item. However you must notify us within 30 days from the date the merchandise was expected to arrive.
2. Defective merchandise: Can only be disputed if the merchandise is shipped to the cardholders. Must give at least 30 days from the date the item was returned for credit. Must also state in dispute letter specific reasons the item is defective or unsuitable.
3. Services not rendered: Examples would be if you were to reserve a hotel room and they did not have adequate space available for you. Reserving theater tickets and it was canceled. Reserving a cruise and they go bankrupt. Please keep in mind if you are making reservations and are unable to attend it is your responsibility to cancel and retrieve a cancellation number, or charge back rights may be limited. This also does not apply to quality disputes; i.e., quality of a hotel room, quality of work performed for repair.
4. Unrecognized Item on Statement: If the item is a mail/telephone order and the item is unrecognized, we need a cardholder letter to charge the item back. If, however, it is a point of sale transaction, we must order a ticket copy and determine if card was present at the time of sale and if signature is present.
5. Incorrect Amount: Only the amount in dispute may be charged back. Helpful hint: If you have original receipt and the amount is different than statement it is easier to charge the item back.
6. Credit not processed: It is very important to keep the credit receipt of all purchases until the item is credited on your statement. Please wait at least 30 days after the date of your returned merchandise for credit to appear. Be sure and note return policies from the store and stay within the guidelines, if the store posts no returns or in store credit only on the receipt or in plain view we will have no charge back rights if the item is returned. For items returned by mail, be able to show proof that item was returned; i.e., a signed return mail slip.

Several other disputes may occur, but this will give you a resource on steps you should take to prevent a loss.