



## *Licking Heights Local Schools*

# **PURCHASING CARD PROCEDURES**

### **PURCHASE ORDER AND SUBMISSION PROCESS:**

- 1) A PURCHASE ORDER must be opened to either "5/3 or Multi Vendor" prior to making any purchases.
- 2) Make sure Adequate funds available.
- 3) The Treasurer's office will send "Monthly Statements" via interoffice mail.
- 4) Please complete and return the "Purchasing Card Monthly Report" to the Treasurer's office **no later** than the **20<sup>th</sup>** of the month.

### **ONCE YOU RECEIVE THE STATEMENT:**

- 1) Attach all corresponding receipts for the charges showing on the statement. Arrange receipts so they are in the same order as items on the statement.
- 2) On the Purchasing Card Monthly report, indicate which PO and account should be used for each charge. Please group charges by PO and then account.
- 3) Print the report and forward it with the statement and receipts to the Treasurer's office.

### **GENERAL INFORMATION:**

- 1) All charges are tax exempt.  
If sales tax is charged, the cardholder must either have the vendor credit the account or pay the tax amount out of their pocket.
- 2) If a receipt is lost or unavailable, the cardholder is responsible for paying the full amount of the charge personally. It is the cardholder's responsibility to obtain duplicate receipts if needed.
- 3) Submit only the receipts that correlate to the charges on the monthly statement. It is the cardholder's responsibility to keep track of their receipts until the statement is received.
- 4) In the event that these procedures are not followed, the purchasing card will be taken away and the privilege revoked.  
Therefore, the only means of purchasing will be through the traditional purchase order process.