

MONTGOMERY COUNTY PUBLIC SCHOOLS  
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**PURCHASING CARD USER'S GUIDE**

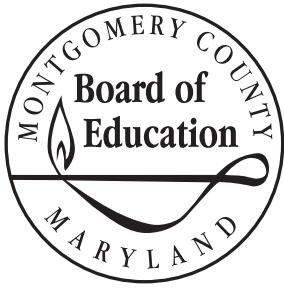
**The preferred procurement method  
for purchases that cost  
\$500 or less.**

**JULY 2022**



**MONTGOMERY  
COUNTY  
PUBLIC  
SCHOOLS**  
.....  
Maryland  
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**Procurement Unit  
45 West Gude Drive, Suite 3100  
Rockville, Maryland 20850  
301-279-3555**



## **VISION**

*We inspire learning by providing the greatest public education to each and every student.*

## **MISSION**

*Every student will have the academic, creative problem solving, and social emotional skills to be successful in college and career.*

## **CORE PURPOSE**

*Prepare all students to thrive in their future.*

## **CORE VALUES**

*Learning  
Relationships  
Respect  
Excellence  
Equity*

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## Executive Summary

- ✓ The purchasing card is the preferred procurement method for purchases that cost \$500 or less.
- ✓ All cardholders are required to reconcile each transaction using the online reconciliation program (PaymentNet), print the required reports, attach receipts to the report, and send the report and receipts to their approving official. Approving officials are required to approve each transaction by the 10th of each month following the purchase.
- ✓ Cardholders are reminded that transactions may not be split to avoid set limits. Should a cardholder need limits adjusted, please see cardholder roles and responsibilities.
- ✓ Furniture and gasoline purchases are prohibited.
- ✓ Gift card purchases are prohibited.
- ✓ Unauthorized card charges and sales tax will require reimbursement to the Division of Controller.
- ✓ The purchasing card may not be used for travel expenses. Please see the Division of Controller [Web page](#) for information on the travel card program and policy.
- ✓ Principals and directors must forward monthly reports with attached receipts to the chief, deputy superintendent, or associate superintendent.  
*\*It is not recommended for principals or directors to have a purchasing card. In cases of emergency, a school principal may have a card linked to the Independent Activity Fund.*

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## Telephone and Contact List

### **MasterCard—available 24 hours/day, 7 days/week, at 1-800-270-7760.**

Important reasons to call:

- ✓ Lost or stolen cards
- ✓ Rejected cards
- ✓ Questions or information
- ✓ Billing disputes

Please remember that the supplier should be contacted first to resolve billing disputes. If disputes cannot be satisfied with the supplier, the card provider should be contacted and the program card administrator informed of the dispute.

### **MCPS Purchasing Card Help—240-740-7600 or [pcard@mcpsmd.org](mailto:pcard@mcpsmd.org)**

Important reasons to call:

- ✓ Cardholder is changing work locations
- ✓ Employment with MCPS is terminated
- ✓ Employee death
- ✓ Purchasing card use is denied by supplier
- ✓ Questions or information

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## Card Use

The Montgomery County Public Schools (MCPS) Purchasing Card Program streamlines the process for making low-dollar purchases that are necessary for MCPS operations. It is the preferred method of procurement for all small purchases that are not on a bid list and cost \$500 or less. Each card is attached to a specific account and all charges will flow to that cost center in the respective school or office.

The program is designed to replace a variety of processes, including employee reimbursements, petty cash, advance checks, and certain purchase orders. In addition to budgeted funds, purchasing cards are also assigned to school Independent Activity Fund (IAF) accounts. Proper use of the IAF funds is outlined in the MCPS Financial Manual, chapter 20.

Each purchasing card is assigned a preestablished transaction limit and monthly limit. Transactions cannot be processed for amounts greater than the preestablished limit, unless the cardholder has requested a temporary limit increase and the change is approved by the approving official. Use of the purchasing card does not relieve the cardholder from complying with all MCPS regulations, the procedures in the MCPS Procurement Manual, or the procedures in MCPS Financial Manual.

### **Examples of permitted items include the following:**

- ✓ Approved materials of instruction, if using an approved vendor
- ✓ Books, periodicals, and newspapers (for e-books, e-content, apps, peripherals, and mobile devices, please contact the Division of Procurement for guidance)
- ✓ Office and classroom supplies
- ✓ Grocery items within documented limitations
- ✓ Sheet music
- ✓ Approved software, computer cables, and flash drives
- ✓ Audiovisual aids for students
- ✓ Clothing for needy students within documented limitations
- ✓ Landscaping items (e.g., plants, small trees, and gardening supplies)
- ✓ Bottled water

### **Examples of items excluded from the Purchasing Card program include the following:**

- ✓ Travel and entertainment expenses (e.g., restaurants, common carriers, and accommodations)
- ✓ Furniture and equipment (including technology equipment)
- ✓ Gas and oil, including car rental
- ✓ Disbursements that are primarily for the benefit of MCPS staff (e.g., gifts, retirement functions, or other staff social activities)
- ✓ Gift cards and cash access
- ✓ Any disbursement that is prohibited by federal, state, or county law or by MCPS policy or regulation

Any questions regarding exclusions should be directed to the approving official for clarification.

Those cardholders who have been given authorization to use the purchasing card for travel and restaurant expenses will be given additional instructions. Current MCPS travel and procurement policies and regulations must be followed in all instances.

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# Roles and Responsibilities

## Cardholder

This is the employee to whom the card is issued. The card bears the employee's name and may be used only by that employee to make authorized purchases for MCPS. Permanent, full-time, or part-time employees of MCPS who have responsibility within their unit for ordering supplies and services are eligible to obtain a purchasing card. Consultants, contractors, temporary employees, or those as determined by the associate superintendent of finance are not eligible for a purchasing card.

Cardholders are reminded to safeguard their cards with appropriate security measures. Normal card limits have been set at \$500 per transaction and \$1,500 per month. In some instances, MCPS may grant lower and higher limits, depending on cardholder duties. The cardholder is reminded that transactions may not be split to avoid set limits. Cardholders must complete [MCPS Form 234-20: Purchasing Card File Maintenance Worksheet](#), to request a temporary increase to the established spending limit. It can take up to two business days to process increase requests.

### The cardholder does the following:

- ✓ Acknowledges that the purchasing card is the property of MCPS and should be used for official business purposes only.
- ✓ Accepts responsibilities under the MCPS Purchasing Card program and agrees to comply with the requirements set forth in the Purchasing Card User's Guide, the MCPS Financial Manual, the MCPS Procurement Manual, and all MCPS policies and regulations by signing the MCPS Purchasing Card Agreement.
- ✓ Recognizes that the purchasing card is a charge card and must be used in such a manner that ensures its security and safekeeping.
- ✓ Does not give the card number to any other individual, even to place orders with a supplier. Allowing anyone else to use the card will result in termination of card privileges.
- ✓ At the time of the transaction, advises the supplier of the following:
  - The shipping address (including the name and phone number) of the person to whom the material is to be delivered. The shipping address must be a MCPS address.
  - The MCPS school, office, division, or department that is placing the order at the time of purchase or requisition.
  - The tax-exempt status of MCPS (i.e., no sales tax). The tax exemption number is listed on the card .
- ✓ Obtains an itemized invoice, receipt, and/or a packing list at the point of receiving purchases and verifies that the materials/services received are the correct items ordered, in the quantity ordered, and in good condition.
- ✓ Handles returns and credits of goods as separate transactions. They are not to be handled as exchanges or combined with other purchases, and the cardholder may not accept cash refunds.
- ✓ Reviews each transaction for accuracy using the online reconciliation program. Reports with the attachments must be provided to the approving official.
- ✓ Attempts to resolve any disputed transactions through 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.
- ✓ Notifies card provider immediately (within two hours) of becoming aware of a lost or stolen purchasing card (1-800-270-7760) and advises their approving official and the program card administrator on the next business day or via email. Notification is required to release MCPS from liability for charges incurred by someone other than the cardholder.

## **The Approving Official (Executive Staff, Principal, Director, Coordinator)**

The approving official is a person of authority who is responsible for card activities of cardholders. The approving official for school-based personnel is the principal. The approving official for principals is the respective director. The approving official for a central office staff member is a chief, director, coordinator, or appropriate executive staff member.

The approving official does the following:

- ✓ Establishes appropriate guidelines and procedures for use of the purchasing card at the school or office level that are consistent with the requirements set forth in this guide and MCPS policies and procedures.
- ✓ Communicates program updates or changes to cardholders on staff.
- ✓ Reports abuse and maintains budgetary control. They are expected to account for all expenditures and credits in their school, office, department, or division.
- ✓ Reviews and approves all transactions using the online reconciliation program and supporting documentation within 10 calendar days after month end.
- ✓ Approves and retains all documentation, including cardholder's monthly reports and receipts, for a period of five (5) fiscal years, for future reference and audit.
- ✓ Ensures that subject records are complete and turns over all records to successor principal, director, or coordinator upon reassignment or retirement.

## **The Program Administrator— Contract**

The administration of the purchasing card contract is the responsibility of the director of Procurement, who serves as the liaison between the school system and the purchasing card provider. Contract administration involves quality control and testing, specific contract delivery requirements, special contract provisions, and MCPS procedures for monitoring and measuring performance.

The Division of Procurement does the following:

- ✓ Establishes the transaction and monthly amount that limits cardholder transactions to a predetermined dollar amount, typically \$500 per purchase, \$1,500 per month
- ✓ Defines Merchant Category Codes (MCCs) from which MCPS staff may purchase. The MCC is assigned by the supplier's credit card processor, according to the category or type of business conducted by a merchant
- ✓ Develops and coordinates training and provides updates for cardholders and approving officials
- ✓ Establishes and maintains cardholder records and controls regarding transaction limits, monthly limits, reporting structure, and card expiration date
- ✓ Coordinates cardholder enrollment, termination, and changes. (Click here to see [MCPS Form 234-20: Purchasing Card File Maintenance Worksheet](#))
- ✓ Identifies program improvements and enhancements for new purchase agreements. This may include negotiation of discounts on future purchasing card transactions
- ✓ Serves as (or designates) the point-of-contact for account set-up and ongoing account management services

### **Purchasing Card Provider (currently JP Morgan MasterCard) does the following:**

- ✔ Processes requests for new purchasing card accounts, changes, or cancellations of accounts in a timely manner.
- ✔ Provides online access to monthly purchasing card account statements for the school, office, department, or division of individual cardholders.
- ✔ Resolves billing errors with cardholders and/or suppliers in a timely manner.
- ✔ Provides a single monthly billing statement to the MCPS Division of Controller, including all information necessary to apply transaction costs to the MCPS general ledger code assigned to each purchasing card account.
- ✔ Provides ongoing customer service through MCPS representatives.

### **The Program Administrator—Financial**

The program card administrator responsible for the financial oversight of the contract is the controller, Division of Controller, who serves as point-of-contact for the MCPS Purchasing Card program's initial account set-up and ongoing account management.

#### **The Division of Controller does the following:**

- ✔ Receives and processes monthly purchasing card billing statement to the MCPS accounting system for payment and input.
- ✔ Performs post-audits of purchasing card transaction activity to ensure proper functioning of the program.
- ✔ Executes payment of the card provider's monthly billing statement. The purchasing card billing system is a single-bill/central pay arrangement. Although each cardholder may access a monthly account statement, payment is executed centrally by MCPS. The grand total of all charges to MCPS, with supporting detail by cardholder account, is paid to the card provider within 14 days following the close of the billing cycle.
- ✔ Retains monthly billing statements for five (5) years, as outlined in state records.
- ✔ Invoices schools for reimbursement of IAF purchasing card expenditures. Normally, payment is expected within 30 days of the invoice.

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# Purchasing Card Procedures

## Ordering Materials or Services

- ✓ The cardholder (or their approving official) must ensure that funds are available to pay for items being purchased. This includes items purchased with a card connected to the school's IAF account.
- ✓ The cardholder is reminded that transactions may not be split to avoid set limits. Should a cardholder need limits adjusted, please use the process identified under cardholder roles and responsibilities above. (Click here for [MCPS Form 234-20: Purchasing Card File Maintenance Worksheet](#)). \*Limits temporarily increased over \$3,000 must be approved by both the director of Procurement and the controller or escalated to a higher authority. A complete description of the intended item(s) or service, cost, and merchant name must be provided. Requests may be granted for up to 29 days if the time limit for the increase is within the same calendar month. Otherwise, the limit increase will expire on the last day of the month.
- ✓ All items purchased over the counter must be available immediately. Back-ordering is not allowed.
- ✓ All items purchased by telephone and the Internet should be sent in a single delivery by the merchant (supplier) within the 30-day billing cycle. The order should not be placed without this assurance.
- ✓ Whether by phone, Internet, or over the counter, the cardholder must inform the supplier/merchant that the purchase is for MCPS and is tax-exempt. The tax-exempt number is printed on the card and should be shared with the supplier. The cardholder must secure a refund from the supplier or reimburse MCPS for any sales tax included in the account. The cardholder will be personally responsible to MCPS for reimbursement of any unauthorized charges, including sales tax.
- ✓ Cardholder accounts must be charged in the month for which the supplies/services have been shipped and delivered, which may be different from when the supplies/services are ordered.
- ✓ The cardholder must stipulate that the following be marked prominently on the outside of all boxes or other shipping containers: shipping address (including the name and phone number of the person to whom the material is to be delivered) and the name of the school, office, department, or division for which the order was placed. Items purchased must be shipped to an MCPS location.
- ✓ If someone other than the cardholder is picking up the order, the cardholder must notify the supplier of the name of this individual and request that the supplier ask to see the person's identification of employment. The official MCPS employment badge with a picture is the required form of identification. That person must sign for the order that they pick up.
- ✓ The cardholder is required to review all transactions using the online reconciliation program and print out the required reports by the fifth day of the month following the purchase. All receipts and invoices must be attached to the printed reports and given to the approving official. The completed monthly reports shall be retained by their approving official for at least five (5) fiscal years. These reports are subject to review by both internal and external auditors.
- ✓ Any item that has been awarded to a vendor must not be purchased with the purchasing card. Such items/services must be purchased thorough the MCPS Business Hub.

## Returns/Credits

- ✓ The cardholder is responsible for ensuring that the return of materials to suppliers is handled as credit and treated as separate transactions. Returns are not to be handled as exchanges or combined with other purchases. A separate transaction must be placed to reorder the correct materials.
- ✓ Cash refunds are not allowed under any circumstances.



## Picking Up/Receiving Materials

- ✓ Employees who have been authorized by their supervisors to pick up supplies ordered by a cardholder must show identification of employment by MCPS when picking up orders from a vendor. The official MCPS employment badge with a picture is the required form of identification.
- ✓ The cardholder must verify that the material received is what was ordered and that all receipts and packing lists are accurate.
- ✓ Purchasing card transactions are exempt from taxes. The MCPS federal tax exemption number is 3000123-5 and is printed on all cards.
- ✓ The cardholder may not give possession of their card to another person for the purpose of placing or picking up an order.

## Monthly Cardholder Statements and Reconciliation

- ✓ Review all your transactions for the month using the online reconciliation program. This can be done at the end of each month or as transactions are posted. A hold may be placed on cards at a location if transactions are not reviewed and approved within 15 days of the month following the purchases. Holds may also be placed on cards if a training requirement is not met, if transactions are not conducted within the rules stated in the Purchasing Card User's Guide, or for other reasons as designated by the director of Procurement, the controller, or the associate superintendent of finance.
- ✓ Compare transaction details with your receipts for each purchase. Check approving official's name for your location.
- ✓ Fill in the required information in the Transaction Custom Fields box.
- ✓ For purchases made with an 05 (IAF) card, you must include the SFO account number, indicate Staff or Student, and write description of purchase in Transaction Notes box.
- ✓ For all other card types, you are required only to fill in the description of purchase in the Transaction Notes box.
- ✓ Once you have completed the above steps for each transaction, check the review box and save.
- ✓ At the end of each month, you will receive an email notification indicating your statement is ready for review. You must have set this up in your profile to receive email.
- ✓ If the cardholder is required to submit the Statement of Account Landscape Report and required documentation to an approver at another location (such as a director), they should print the report, attaching receipts or invoices, and forward to the approving official.
- ✓ Reconciliation of your monthly statement must be completed within five (5) working days after the first day of the month following the purchase.
- ✓ Principals must forward (by PONY or email) their Statement of Account Landscape Report, with copies of the receipts attached, to their respective director for approval. After the review, the signed statement will be returned to the principal to be retained onsite in the audit file for five years including the current fiscal year.
- ✓ Directors and coordinators must forward their monthly report, with the receipts attached, to the chief, deputy superintendent, or associate superintendent for approval. After the review, the signed Statement of Account Landscape Report will be returned to the respective office to be retained on site for the school audit file.
- ✓ If the cardholder does not have documentation of a transaction to send with the report, the cardholder must make a good-faith effort to obtain the required documentation from the merchant. If this effort is unsuccessful, the cardholder must attach a detailed explanation that, at a minimum, includes a description of the item, date of purchase, merchant's name, and why there is no supporting documentation.

- ✓ The cardholder will attempt to resolve any disputed transactions directly with the supplier. If a discrepancy cannot be resolved with the supplier, the card provider should be notified. The card provider (JP Morgan MasterCard) will place these charges in dispute until resolved

### **Monthly Checklist for Approving Officials**

- ✓ At the beginning of each month, approving officials review the Transaction Pending Review/ Approval report on the PaymentNet website to determine if all cardholders have reviewed their monthly transactions.
- ✓ Verify that each cardholder has submitted their monthly report for approval, with receipts attached, within five (5) working days from end of reporting period.
- ✓ Review all cardholder's transactions on PaymentNet website and compare transaction details on the Statement of Account Landscape Report to receipts. This action must be completed by the 10th of the month following the purchase date.
- ✓ Verify cardholders have included all required information in the Transaction Custom Fields box. For purchases made with an 05 (IAF) card, they must include the SFO account number, indicate staff or student, and write description of purchase in Transaction Notes box. For all other card types, they are required to fill in the description of what was purchased and the purpose of the purchase in the Transaction Notes box.
- ✓ Once the steps are completed for each transaction, check the approved box in PaymentNet and save.
- ✓ Reconciliation of cardholder's monthly report must be completed within 10 calendar days of receipt. All documentation must be retained for five (5) fiscal years, for future reference and audit.
- ✓ A hold may be placed on cards at a location if transactions are not reviewed and approved within 15 days of the month following the purchases. Holds also may be placed on cards if a training requirement is not met, if transactions are not conducted within the rules stated in the Purchasing Card User's Guide, or for other reasons as designated by the director of Procurement, the controller, or the associate superintendent of finance.

### **Lost or Stolen Card**

- ✓ The cardholder must report the loss or theft of their card (or account number) immediately (within two hours) of becoming aware of the loss. Contact the card provider's Customer Service at 1-800-270-7760.
  - After the card provider has been contacted, the cardholder must advise their approving official and the program card administrator on the next business day in person or via email at [pcard@mcpsmd.org](mailto:pcard@mcpsmd.org).
  - Upon notification to the card provider of a lost or stolen card, further use of the card will be blocked. Prompt notification of lost or stolen cards for account confidentiality reduces MCPS's liability for fraudulent charges.

### **Issuing a New Cardholder Account**

- ✓ The approving official must complete the cardholder application and forward it to the Division of Procurement, [pcard@mcpsmd.org](mailto:pcard@mcpsmd.org). (Click here for [MCPS Form 234-22: Purchasing Card: Approving Official Acknowledgment](#)).
- ✓ When the request for the new card is received, the Procurement office will add the cardholder to an online training. After the online portion of the training is completed and the card is received in the Division of Procurement, the cardholder will be provided with dates for the remainder of the training, which will be in person. During the in-person training, the card will be provided and the Statement of Account Landscape Report will be scheduled to run automatically each month.

In addition to attending the mandatory training, the cardholder also must read the Purchasing Card User's Guide. The cardholder is expected to understand their responsibilities with regard to the purchasing card, including the transaction and monthly limits set by their approving official. Additional training may be required every two years.

## **Cancellations**

- ✔ If the cardholder is transferred to another location, the cardholder's approving official must initiate cancellation of their account within 48 hours. The purchasing card accounts cannot be reassigned from one employee to another.
- ✔ In the event of a cardholder's termination of employment or death, the approving official should expedite cancellation of the cardholder's account by contacting the program card administrator immediately. Once the card has been cancelled, the card will no longer be valid.
- ✔ When the cardholder leaves the location, the approving official must collect the card and shred the card. If the plastic card cannot be collected, the approving official must advise the program card administrator immediately.
- ✔ The approving official must provide the program card administrator with the relevant details of the cardholder's cancellation using the [MCPS Form 234-20](#).
- ✔ The program card administrator will coordinate cancellation of the cardholder's account with the card provider.

## **Adjusting Card Limits**

- ✔ The approving official must initiate temporary changes in transaction or monthly limits to a cardholder's account. Upon notification by the approving official to the program card administrator, the program card administrator will complete the necessary changes. Permanent account limits should not exceed \$500 per transaction, \$1,500 per month. Amounts over this threshold must be approved, coordinating with the controller and the director of Procurement.
- ✔ Changes to a cardholder's account are effective within 48 hours. This timeframe may change based on circumstances.

## **Year-end Procedures**

- ✔ All cardholders shall follow year-end instructions provided by their approving officials regarding spending limitations as the fiscal year comes to a close. Information provided by the Division of Controller to approving officials will include the deadline by which fiscal-year-end spending must be completed.
- ✔ All cardholders who are 10-month employees must turn in their purchasing cards at the same time they relinquish keys and other school property as the school year closes. However, cards may be requested from cardholders earlier, at the discretion of the approving officials.
- ✔ IAF cards may be used after the Division of Controller fiscal-year-end spending deadline, provided the purchase is approved by the principal and follow the guidelines set forth in the fiscal-year-end deadlines established by the Division of Controller.

## **Travel**

- ✔ Please see the Division of Controller website for information on the MCPS travel program.

## **Monitoring and Auditing Purchasing Card Activities**

- ✓ The Division of Procurement, the Division of Controller, and the Internal Audit Unit in the Office of Shared Accountability will conduct monthly and random audits of purchasing card use. The primary purpose of these audits is to ensure that the Purchasing Card Program procedures are being followed and that—
  1. purchase volume is reasonable,
  2. transactions and purchases are appropriate,
  3. purchases are properly authorized,
  4. split purchases are not being made to circumvent card limits, and
  5. documentation is complete.
- ✓ Approving officials are responsible for retaining all statements, receipts, and vouchers for audit by internal and external auditors for five (5) fiscal years.
- ✓ If any card is used for an unauthorized purchase, reimbursement must be made to the Division of Controller. The improper transaction should be highlighted on the monthly report. A copy of the annotated statement and a cashier's check or money order made out to MCPS should be sent via the Pony to the Division of Controller.
- ✓ Use of the card for anything other than official MCPS duties is not authorized and may be considered card misuse/abuse that may result in disciplinary action.

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## Appendix A: Credit Card Theft

### § 8-204. Credit card theft.

- (a) *Taking credit card from another; receiving credit card taken from another with intent to sell.*
- (1) A person may not:
    - (i) take a **credit card** from another, or from the possession, custody, or control of another without the consent of the cardholder; or
    - (ii) with knowledge that a **credit card** has been taken under the circumstances described in item (i) of this paragraph, receive the **credit card** with the intent to use it or sell or transfer it to another who is not the issuer or the cardholder.
  - (2) A person who violates this subsection is guilty of **credit card** theft.
- (b) *Receiving credit card known to have been lost or mis-delivered.*
- (1) A person may not receive a **credit card** that the person knows was lost, mislaid, or delivered under a mistake as to the identity or address of the cardholder and retain possession of the **credit card** with the intent to use, sell, or transfer it to another who is not the issuer or the cardholder.
  - (2) A person who violates this subsection is guilty of **credit card** theft.
- (c) *Buying and selling of credit cards. A person may not:*
- (1) sell a **credit card** unless the person is the issuer; or
  - (2) buy a **credit card** from a person other than the issuer.
- (d) *Receiving credit card with knowledge of credit card theft or other violations. A person other than the issuer may not receive a credit card that the person knows was taken or retained under circumstances that constitute:*
- (1) **credit card** theft;
  - (2) a violation of § 8-203 of this subtitle; or
  - (3) a violation of subsection (c) of this section.
- (e) *Penalty. A person who violates this section is guilty of a misdemeanor and on conviction is subject to imprisonment not exceeding 18 months or a fine not exceeding \$500 or both.*

HISTORY: [An. Code 1957, art. 27, § 145(c)(1)-(4), (h)(1); 2002, ch. 26, § 2.]

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## Appendix B: Purchasing Card Agreement

The Montgomery County Public Schools (MCPS) purchasing card is issued to you subject to the following terms and conditions. You must comply with these terms and conditions as a requirement for your employment.

I certify the following:

1. I am entrusted with a valuable tool, a purchasing card, and will be making financial commitments on behalf of Montgomery County Public Schools (MCPS). I understand that MCPS is liable to the card provider for all charges made on the card.
2. I will strive to obtain the best value for MCPS. I agree to purchase supplies and materials in accordance with my organizational responsibilities and purchase limits established by the approving official designated to review my purchases.
3. I will use this card for approved purchases only and must not charge personal items. I am aware of and understand the [Board of Education Ethics Policy](#). MCPS will audit the use of this card and report and take appropriate action on any discrepancies. I understand that use of the card for personal charges will result in deduction of the total of such unauthorized charges from my payroll check.
4. I will follow the policies and regulations established by MCPS for the use of the card. Failure to do so may result in either revocation of the card use privileges or other disciplinary action.
5. I acknowledge that all purchases must be made in accordance with applicable laws and regulations, including but not limited to MCPS Purchasing Card procedures. I understand that persons intentionally making unauthorized purchases may have their card privileges suspended or be subject to disciplinary and/or legal action.
6. I agree to be responsible for any sales tax charged either by getting a refund or reimbursing MCPS.
7. I agree that I will not take any items purchased by MCPS to a non-MCPS location, except when authorized by my supervisor and documented in writing.
8. I understand that if my transactions are not reviewed and approved by the 15th day of the month following the date of purchase, the cards assigned to my location may be suspended.
9. I understand that if I do not adhere to the rules stated in the Purchasing Card User's Guide, it could result in permanent closure of my account.

As the employee being issued the card, I have read and agree to the terms and conditions stated above. I certify that, to the best of my knowledge and belief, all of my statements and assertions are true, correct, complete, and made in good faith and subject to MCPS policies, regulations, and all other applicable laws. This agreement supersedes any previously signed agreements (as of the date of the signing of this agreement).

Employee Name (printed) \_\_\_\_\_

Employee ID # \_\_\_\_\_

School/Location Name \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

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## Appendix C: Frequently Asked Questions

### Where is the MCPS tax-exempt number located on the Purchasing Card?

In the lower left-hand corner.

### How do I know what my transaction limit is?

- Shown in PaymentNet
- Shown on the approving official's monthly report
- Contact the Division of Procurement

### Who determines the per-month limit?

The approving official in collaboration with the program administrator

### How can I tell which of my cards to use with each account?

The number listed after your name identifies the account.

### What types of transactions CANNOT be made with the Purchasing Card?

Travel, furniture, entertainment, food at restaurants, cash access, gasoline, split transactions, and gift cards.

### Can other individuals use my card?

No. The cardholder can call a vendor to place the order. Another staff member can pick up the order after showing the vendor appropriate MCPS ID.

### Can I use the same card for every school account; i.e., 02, 03, SpEd, 05?

No. You will receive a separate card for each account.

### Should I pay MasterCard when I receive my monthly statement?

No. This is your summary of your monthly card activity. Money will automatically be deducted from your accounts. You will receive an invoice from the Division of Controller for your 05 account.

### What steps should I take with a disputed charge?

First, contact supplier to try to resolve the issue.

Second, if no resolution, contact MasterCard, 1-800-270-7760, and have the transaction placed in dispute.

### Should returned goods be handled as a separate transaction?

Yes. Items should be returned (not exchanged) and new orders placed.

### What are the steps to be taken with lost or stolen cards?

First, contact MasterCard,  
1-800-270-7760

Second, contact the Division of Procurement,  
240-740-7600 or [pcard@mcpsmd.org](mailto:pcard@mcpsmd.org)

### How do I cancel or make changes to an existing MasterCard account?

Complete and submit the File Maintenance Worksheet, [MCPS Form 234-20](#), which is available as a PDF form.

### How do I request cards for new staff members or additional accounts for already enrolled staff?

Complete and submit the Approving Official Acknowledgment form, [MCPS Form 234-22](#), which is available as a PDF form.

### What if I mistakenly make a personal purchase on my MCPS Purchasing Card?

Have the merchant (vendor) credit the MCPS Purchasing Card.

### What do I do if sales tax has been charged to the purchasing card?

Contact the vendor to request a credit.

### What if the original documentation is missing or incomplete?

Contact the vendor to obtain a duplicate copy.

### What are the consequences if a cardholder continuously fails to comply with the purchasing card policies?

The approving official can revoke or suspend the purchasing privileges of the cardholder.

### Can I use the purchasing card for grants?

Not at this time; but grants in the 05 are acceptable.

### Where can I locate the Purchasing Card forms?

- On the MCPS Forms website and the Division of Procurement website, [www.montgomeryschoolsmd.org/departments/procurement](http://www.montgomeryschoolsmd.org/departments/procurement)
- Contact [pcard@mcpsmd.org](mailto:pcard@mcpsmd.org)

### Does the card go with me if I transfer to another MCPS location?

No. Your card is attached to the specific account (s) at your school.

### Is my personal credit affected if the card is lost or stolen?

No. The card is the property of MCPS.

### If personal information such as my social security number or marital status is asked about by the Pcard vendor, should I answer?

Yes. You should only be asked for the last 4 digits of your social security number.

**While in PaymentNet, am I able to approve or review all outstanding transactions at one time by selecting items across multiple pages?**

No, you must select and review items one page at a time. Selecting items on more than one page will deselect items on all pages other than the one currently being viewed. This is also true when using the Mass Update function.

**Why am I required to request an access code to register my computer, if I'm using the same computer that I have registered in the past?**

For security purposes, your user ID must be registered to each computer you use when logging in, or you must enter an access code. This helps prevent access by unauthorized users. Other events may require you to re-register a previously registered computer, including the following:

- Using a different Internet browser.
- Clearing the browser cookies, cache, or temporary files.
- Software or hardware profile changes.

**How do I ensure that orders placed on Amazon.com are not charged sales tax?**

Amazon.com is now authorized to collect Maryland sales tax on all orders with a Maryland bill to address. In order to maintain our tax-exempt status, all users with an Amazon account will be required to upload the MCPS tax-exempt certification onto their Amazon account. You can access directions at [www.amazon.com/gp/help/customer/display.html?nodeId=G2UQTUL5CHRCA7BL](http://www.amazon.com/gp/help/customer/display.html?nodeId=G2UQTUL5CHRCA7BL). Please allow 24 hours for Amazon to activate your tax-exempt status. You will be notified via email when your status has been accepted.

This change affects orders from the Amazon parent company. Orders fulfilled through the Amazon.com Marketplace may or may not have sales tax collected. If an Amazon Marketplace vendor charges sales tax on an order, it will be the cardholder's responsibility to contact the company and inform them of our tax-exempt status and have the sales tax refunded.

Do not use a personal Amazon account. Create a single account with Amazon per location using your work email address for any MCPS purchases. Use of tax-exempt charges for personal purchases is illegal, and action will be taken. Please email [pcard@mcpsmd.org](mailto:pcard@mcpsmd.org) for a copy of the tax-exemption certificate.

**Am I required to update my J. P. Morgan PaymentNet password?**

Yes, passwords must be changed every 90 days.

Do not purchase items from Amazon that are available from awarded vendors on the MCPS Business Hub.



# MCPS NONDISCRIMINATION STATEMENT

Montgomery County Public Schools (MCPS) prohibits illegal discrimination based on race, ethnicity, color, ancestry, national origin, nationality, religion, immigration status, sex, gender, gender identity, gender expression, sexual orientation, family structure/parental status, marital status, age, ability (cognitive, social/emotional, and physical), poverty and socioeconomic status, language, or other legally or constitutionally protected attributes or affiliations. Discrimination undermines our community's long-standing efforts to create, foster, and promote equity, inclusion, and acceptance for all. The Board prohibits the use of language and/or the display of images and symbols that promote hate and can be reasonably expected to cause substantial disruption to school or district operations or activities. For more information, please review Montgomery County Board of Education Policy ACA, *Nondiscrimination, Equity, and Cultural Proficiency*. This Policy affirms the Board's belief that each and every student matters, and in particular, that educational outcomes should never be predictable by any individual's actual or perceived personal characteristics. The Policy also recognizes that equity requires proactive steps to identify and redress implicit biases, practices that have an unjustified disparate impact, and structural and institutional barriers that impede equality of educational or employment opportunities. MCPS also provides equal access to the Boy/Girl Scouts and other designated youth groups.\*\*

<b>For inquiries or complaints about discrimination against MCPS students*</b>	<b>For inquiries or complaints about discrimination against MCPS staff*</b>
Director of Student Welfare and Compliance Office of District Operations Student Welfare and Compliance 850 Hungerford Drive, Room 55, Rockville, MD 20850 240-740-3215 SWC@mcpsmd.org	Human Resource Compliance Officer Office of Human Resources and Development Department of Compliance and Investigations 45 West Gude Drive, Suite 2100, Rockville, MD 20850 240-740-2888 DCI@mcpsmd.org
<b>For student requests for accommodations under Section 504 of the Rehabilitation Act of 1973</b>	<b>For staff requests for accommodations under the Americans with Disabilities Act</b>
Section 504 Coordinator Office of Academic Officer Resolution and Compliance Unit 850 Hungerford Drive, Room 208, Rockville, MD 20850 240-740-3230 RACU@mcpsmd.org	ADA Compliance Coordinator Office of Human Resources and Development Department of Compliance and Investigations 45 West Gude Drive, Suite 2100, Rockville, MD 20850 240-740-2888 DCI@mcpsmd.org
<b>For inquiries or complaints about sex discrimination under Title IX, including sexual harassment, against students or staff*</b>	
Title IX Coordinator Office of District Operations Student Welfare and Compliance 850 Hungerford Drive, Room 55, Rockville, MD 20850 240-740-3215 TitleIX@mcpsmd.org	

\*Discrimination complaints may be filed with other agencies, such as the following: U.S. Equal Employment Opportunity Commission (EEOC), Baltimore Field Office, GH Fallon Federal Building, 31 Hopkins Plaza, Suite 1432, Baltimore, MD 21201, 1-800-669-4000, 1-800-669-6820 (TTY); Maryland Commission on Civil Rights (MCCR), William Donald Schaefer Tower, 6 Saint Paul Street, Suite 900, Baltimore, MD 21202, 410-767-8600, 1-800-637-6247, mccr@maryland.gov; or U.S. Department of Education, Office for Civil Rights (OCR), The Wanamaker Building, 100 Penn Square East, Suite 515, Philadelphia, PA 19107, 1-800-421-3481, 1-800-877-8339 (TDD), OCR@ed.gov, or [www2.ed.gov/about/offices/list/ocr/complaintintro.html](http://www2.ed.gov/about/offices/list/ocr/complaintintro.html).

\*\*This notification complies with the federal Elementary and Secondary Education Act, as amended.

This document is available, upon request, in languages other than English and in an alternate format under the *Americans with Disabilities Act*, by contacting the MCPS Office of Communications at 240-740-2837, 1-800-735-2258 (Maryland Relay), or [PIO@mcpsmd.org](mailto:PIO@mcpsmd.org). Individuals who need sign language interpretation or cued speech transliteration may contact the MCPS Office of Interpreting Services at 240-740-1800, 301-637-2958 (VP) [mcpsinterpretingservices@mcpsmd.org](mailto:mcpsinterpretingservices@mcpsmd.org), or [MCPSInterpretingServices@mcpsmd.org](mailto:MCPSInterpretingServices@mcpsmd.org).

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Maryland's Largest School District

## **MONTGOMERY COUNTY PUBLIC SCHOOLS**

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