

**Cincinnati CITY SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURES**

<b>Procedure Name</b> <b>Use Of Purchasing Cards</b>	
Procedure No. 6424-00-01	Eff. Date: 12/21/2009
Implements Board Policy(ies) 6424 Use Of Purchasing Cards	Last Reviewed: 09/01/2018

**1. Background**

*Describe relevant background to the implementation of the policy.*  
Directs the proper card request, use of card, reconciliation, issuing of card, disputes, closing of card, lost or stolen, and dollar threshold of the district's PNC credit card program.

**2. Responsibilities**

Title: Purchasing Department	
Address: 2651 Burnet Avenue	
Phone:	Cell phone:
<i>Describe responsibilities:</i> The Purchasing Department updates the agreement, procedures, disputes, dollar threshold, issuing, closing, lost or stolen of PNC credit cards.	

**3. Action Steps**

*Describe the action steps relevant to the implementation of the policy.*  
This policy has several action steps, and will differ depending on which part of the policy is being implemented.

1. When a school/department is requesting a PNC credit card, an authorized representative must sign an agreement, and read the procedures to agree with PNC district policy.
2. The Purchasing Department will receive an email verifying approval is completed and a credit card can be created.

3. Once a Purchase Order is submitted Purchasing, will verify the funds to increase the PNC credit card limit.
4. A dispute form is required when a discrepancy is found on the statement, and given to Purchasing to send to PNC for processing.
5. The cardholder will return their credit card to Purchasing, and sign off on a form when lost, stolen, job change, or leaving the district. Purchasing will cancel the card out of the PNC database, PNCnotify system, and remove from Human Resource database.
6. Reconciliation of the PNC card process is completed by the Treasurer's Office.

#### 4. Equity Considerations

*Describe any equity considerations relevant to the implementation of this policy.*

#### 5. Related Documents / Forms

Document Title	Description	Last Reviewed
1. Credit Increase Form	<i>Ask for card increase to purchase items or travel</i>	
2. Dispute form	<i>Dispute charges on statement</i>	<i>PNC Form</i>
3. Agreement, Policy and Procedures	<i>Gives policy and procedures on the PNC program</i>	<i>9.1.18</i>
4. Issuing, closing, lost and stolen card signature form	<i>The cardholder will sign off on the form if they receive a card, or return the card due to changing jobs or leaving the district</i>	

#### 6. Additional Information

*Describe any additional information relevant to the implementation of the policy.*