



PORTLAND PUBLIC SCHOOLS OFFICE OF PURCHASING & CONTRACTING

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Date: April 4, 2019

To: PCard Cardholders, Supervisors, Budget Holders, and Proxies

From: Stephen Hirai, PCard Program Manager
Emily Courtnage, Director of Purchasing & Contracting
Cynthia Le, Chief Financial Officer

Subject: PCard Program Summary of Changes

As you are likely aware, our PCard program was reviewed as part of the recent Secretary of State Audit. In order to comply with the recommendations of the Audit Division, we have made a number of changes to the PCard program. We need your help to ensure that we are following the best practices outlined in the PCard Manual.

PCard Budget Holder Approval in Bank of America Works Reinstated April 1st

All budget holders will be required to approve all PCard purchases utilizing their budget in the Bank of America Works system by the 12th of each month. Training will be available in Pepper in early April. We will also send out an Approval Quick Guide with screen shots for those who are already familiar with Works. **The first approval deadline for April transactions will be May 12th.**

If a budget holder has responsibility of multiple departments, proxy approval may be delegated to the department manager or director. A proxy approver form can be found on the PCard website.

New PCard Reconciliation Deadline on the 7th of the month

With the reinstatement of the approval process, the cardholder reconciliation deadline will change to the 7th of the month in order to allow approvers sufficient time to review and approve transactions by the 12th of the month. **The reconciliation deadline for April transactions will be May 7th.**

New PCard Manual Highlights

The new PCard Manual is effective April 1st. A few of the primary changes are:

- **Sharing of PCards is prohibited**
 - All purchases made with your card are your responsibility. Do not let anybody else use your card, including other PPS staff. If others in your school or department need to purchase with a PCard, they should apply for and be responsible for their own card.
- **Updated lists of acceptable and unacceptable purchases**

- **Guidance for Spending District Funds: Food and beverages, gift cards, fundraising activities, and gifts**
 - See new Appendix C in the PCard Manual
- **Revised infraction table**
 - The new infraction table was reviewed and approved by HR, and unions were notified of the changes. In general, the new infraction table provides for earlier PCard Manager intervention (including mandatory retraining and/or suspension of card privileges) as well as earlier supervisor and/or HR notification. Infractions will continue to be noted after the reconciliation deadline and tracked on a fiscal year basis.
- **Merchant Category Codes (MCC) restrictions**
 - To better control District spending, we have instituted MCC restrictions for certain vendor types. Your card will not work if you attempt to use it with any of the restricted vendors types. If you need to make a legitimate District purchase from a vendor type on the list, please let us know so we can review the vendor and purchase in advance.
- **Electronic statements**
 - Starting March 28th, paper statements will no longer be mailed to cardholders. Bank of America is requiring the switch from paper to electronic statements. To access your electronic statement, please go to <https://www.centresuite.com> and create a new account.
- **Approval process**
 - There are now detailed instructions on the PCard website for the approval process. As noted, online training is available via Pepper for all budget holders affected by this change.
- **Online Shopping**
 - PCards may never be associated with a personal online account. Always create a new, separate account for your department or school using a PPS email address and PPS physical address.

New PCard Design Coming Soon

In order to reduce the risk of accidental PCard use for personal purchases, we're redesigning PPS's PCard. The new cards will be white with the PPS emblem prominently displayed in blue.

Who Do I Contact with Questions or Problems?

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