

		Policy 501.04.11 Purchasing Card Program			
Owner:	Finance Director	Approving Position:	Common Council	Pages:	19
Issue Date:	3/27/2013	Revision Date:	3/26/2024	Review Date:	
Special Instructions:					

I. PURPOSE

The City of Whitewater is providing an alternate approach to purchasing goods and services by offering a Purchasing Card Program to select City employees, administered US Bank. The Purchasing Card Program is designed to make it easier and more cost effective for City personnel to make purchases of goods and services from any supplier that accepts Credit cards. Purchasing cards will not replace the normal purchasing policies and procedures established in the City's Procurement Policy. This program is simply an alternate method of payment.

These policies and procedures are intended to provide guidelines to cardholders in utilizing their purchasing cards, and all cardholders should carefully read this document. A cardholder's signature on the Cardholder Agreement Form indicates that the cardholder understands the intent of the program and agrees to adhere to these guidelines.

II. GUIDELINES

III. PROCEDURE

A. PROGRAM ADMINISTRATION

1. The City's Purchasing Card Program is administered through US Bank, under a contract negotiated through V.A.L.U.E., a cooperative purchasing organization of government agencies in southeastern Wisconsin of which the City is a member. The City's purchasing card Program Administrator is the Comptroller or the Comptroller's designee. The Program Administrator's responsibilities include the following:
 - a. Authorization, set-up, and issuance of all purchasing cards.
 - b. Authorization and execution of changes to cardholder limits.
 - c. Conduct cardholder training.
 - d. Primary contact for cardholder questions.

B. GENERAL INFORMATION

Purchasing Card Program

1. The City issues purchasing cards to designated employees. Elected officials are not included in the purchasing card program.
2. The cardholder's name is embossed on the card, as well as the City's name.
3. No person other than the person to whom the purchasing card is issued is authorized to use the assigned purchasing card, unless authorized by the assigned user on a onetime basis.
4. The card is to be used for official City business only.
5. Use of the card for personal items is not permitted.
6. The purchasing cards are issued to the City of Whitewater by US Bank and assigned to specific users.
7. US Bank is provided with a cardholder's name, date of birth, social security number and the employee's phone extension for verification purposes only.
8. Card activity is not reported on a cardholder's personal credit report, and, likewise, activity on the card is not used to compute a cardholder's credit score with reporting agencies.
9. Activity from this program is reported on the City's credit report.
10. The purchasing card is as easy to use as any other credit card and is just as widely accepted. The only difference between a credit card and a purchasing card is that the latter is a corporate liability charge card with certain restrictions and limitations imposed on the cardholder.
11. Card privileges may be rescinded at any time at the discretion of the Program Administrator if policies and/or procedures are not followed by the cardholder.
12. Purchasing cards must be kept in a secure place.
13. Although the purchasing card is issued in the cardholder's name, the card remains the property of US Bank and the City of Whitewater.
14. Account access information should not be kept in the same location as the purchasing card.
15. Prior to making a purchase with a vendor, the cardholder must perform reasonable due diligence to assure that the company is reputable. This includes looking for the "SSL" lock logo online and assessing the company's credibility prior to giving out card information over the phone.
16. If a fraudulent transaction is suspected, the cardholder must notify US Bank (use the phone number on the back of the card or dispute filed online through the Access site) and the Program Administrator immediately. This notification must never take longer than five days.
17. All charges made on City purchasing cards are billed directly to the City on a monthly summary invoice. This process minimizes paperwork and streamlines the payment process.
18. GL account numbers and purchase descriptions are assigned to the transaction by the cardholder or administrative staff when reconciling the monthly transactions using US Bank's online Access web-based program.

Purchasing Card Program

19. When a purchasing card is issued, it must be endorsed immediately.
20. Each cardholder will be required to review and verify their purchasing card transactions on a monthly basis. Please refer to the “Cardholder Recordkeeping Requirements” section below.

C. CARDHOLDER LIMITS

1. MCC Limits

- a. The cardholder will only be able to use the purchasing card for specific Merchant Category Codes (MCCs) assigned for each user group, based on necessity specific to each group.
- b. If the cardholder attempts to use the purchasing card for an MCC not set up, the transaction will be denied.
- c. The City’s Program Administrator can adjust the MCCs assigned to each cardholder.
- d. High risk (a.k.a. “sin” codes) cannot be allowed without ongoing additional review and audit by the Program Administrator.

2. Credit Limit

- a. A reasonable limit will be imposed on each cardholder for the maximum amount the cardholder is authorized to spend in any given billing cycle.
- b. Note: The billing cycle for the City’s purchasing card program is the period ending on the 10th day of each month.

3. International Transactions/Cash Advances –

- a. These types of transactions are disallowed by the program. If international transactions are necessary, contact the Program Administrator for a temporary modification.

D. Change Request

1. To request a change to an existing cardholder’s limits or MCC group please contact the Program Administrator.
2. To add a new cardholder, complete the “New Card Request”, and “Cardholder Agreement Form” and submit both to the Program Administrator.
3. A copy of all forms can be found on the shared network drive under “G:\Shared\Finance\P-Card Forms and Docs”.

E. UNAUTHORIZED USES

1. In addition to the controls discussed above that disallow certain purchases, the following purchases are expressly forbidden under this program. Purchases that:
 - a. Are split into multiple transactions to stay within your limits
 - b. Are split across days to stay within your limits
 - c. Are split amongst cardholders to stay within your limits

Purchasing Card Program

- d. Are made to avoid or circumvent the purchasing process
 - e. Are not immediately available at time of credit card use.
 - f. No back-ordering of merchandise is allowed. Back-ordering will cause the City to pay for goods before they are received.
2. A cardholder that makes unacceptable or unauthorized purchases or carelessly uses the Purchase card may be liable for the total dollar amount of such unauthorized purchases plus any administrative fees charged in conjunction with the misuse. The cardholder will also be subject to disciplinary action, up to and including termination.

F. PURCHASING PROCEDURES

1. Making City purchases for goods and services' using your purchasing card is as simple as using any credit card.
2. Following are the procedures for making purchases using your purchasing card:
 - a. General Guidelines
 - 1) Efforts should be made to use vendors who accept the purchasing card where appropriate in order to maximize administrative cost savings and the rebate earned.
 - 2) Only the cardholder named on the purchasing card can authorize a purchase on his/her card. The cards maybe temporarily loaned to another person for a single purchase with the prior consent and authorization of the cardholder. The card can be used to make purchases for another employee in your department.
 - 3) Purchases utilizing your purchasing card can be made in person, by phone, or over the internet from any vendor that accepts Visa. Card information should not be provided to a vendor unless reasonable due diligence has been performed to assure the company is reputable (including looking for the "SSL" lock logo when making purchases online).
 - 4) Whether paying for orders in person, by phone, or over the internet, the cardholder is responsible for obtaining and retaining proper documentation of all transactions, i.e., receipts, invoices, or other documentation showing the item(s) purchased and the amount paid. See the "Cardholder Recordkeeping Requirements" section below for information on submitting your receipts/documentation to the Finance Department for processing.
 - 5) All City purchases are exempt from Wisconsin sales tax. It is the cardholder's responsibility to ensure that sales tax is not paid on any purchases that he/she makes using a purchasing card. If sales tax is charged, the cardholder is responsible for working with the vendor to get the tax reimbursed. If a vendor requires a copy of the City's tax-exempt certificate (Form S-211), a scanned copy is available on the shared network drive under "G:\shared\Finance\P-Card Forms and Docs".

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- 6) If the merchant/business charges a fee to accept credit cards as payment the purchase should not be processed through the credit card, and a check request should be submitted to Finance for payment processing
 - 7) A purchasing card purchase may be declined at the point of sale if the purchase falls outside of any of the parameters listed in the “Cardholder Limits” section. If a transaction is declined, the cardholder should cancel the transaction and contact the Program Administrator to determine the reason for the declined transaction.
 - 8) Any returns or credits on purchases paid for by a purchasing card must be credited to that cardholder’s account (no cash refunds). The cardholder should obtain and retain the appropriate documentation.
- b. Reporting Lost, Stolen, or Damaged Cards:
- 1) If your purchasing card is lost or stolen, contact US Bank immediately at 1-800-344-5696 and notify the Program Administrator as soon as possible.
 - 2) If a card becomes damaged and needs to be replaced, the cardholder must notify the Program Administrator and return the damaged card to the Finance Department.
 - 3) Once the damaged card has been returned to the Program Administrator a replacement card will be requested from US Bank.
- c. Disputed Items:
- 1) If there is a discrepancy on your monthly statement, contact the vendor immediately to try and resolve the matter. If successful, make a note on the monthly statement and be sure to verify the correction on the following month’s statement.
 - 2) If you cannot resolve the discrepancy with the vendor, contact the Program Administrator.
- d. Unauthorized Account Usage:
- 1) The cardholder is responsible for keeping track of how the card is used and for its safekeeping. Just like any credit card, the cardholder should protect against fraudulent use of the card.
 - 2) If the cardholder detects or suspects that his/her card has been used fraudulently, he/she should contact US Bank immediately at 1-800-344-5696 and notify the Program Administrator immediately. This notification must never take longer than five days.
- e. Card Deactivation:
- 1) Upon termination of employment of a cardholder, the purchasing card must be returned to the Program Administrator or Immediate Supervisor prior to the employee’s last day of work. The purchasing card will be deactivated immediately.
 - 2) A purchasing card may be deactivated if the Program Administrator determines that the cardholder has continuously violated the policies and procedures set forth in this

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manual. This will include habitual tardiness in reconciling the cardholder's monthly statement and turning in receipts to the Finance Department.

G. CARDHOLDER RECORDKEEPING REQUIREMENTS

1. Cardholders must keep all original sales documents (receipts, packing slips, cash register tape, credit card slips) from purchases made on their purchasing card. These documents will be required to be submitted to the Finance Department with the cardholder's monthly statement printed from US Bank Access site, as described in this section.
2. The City's monthly billing cycle runs through the 10th day of each month. At the end of each billing cycle, all cardholders will receive a reminder email from the program administrator to review, enter the GL expense code, and enter a description of the purchase for all posted transactions for that billing period along with the due date for turning in receipts and the monthly statement to the Finance Department. The email notification is meant to be a friendly reminder and does not eliminate the need to submit the paperwork timely if the email is not received.
3. Each cardholder will be required to login to the US Bank Access site via the Internet and review all transactions that he/she is responsible for. The review process includes matching receipts and other documentation to the Transaction Summary, providing an expense description for each transaction, and assigning a general ledger account number to each transaction. The paperwork and data entry function can be delegated to another individual in the department; however, the cardholder is still ultimately responsible for the transactions and is required to review and approve the expense report.
4. Once the cardholder's review process has been completed, print the monthly statement, attach all original sales documents, and submit to the Finance Department. The Finance Department will review the charges, account numbers, and documentation for accuracy. The monthly statement and receipts packet should be sent to the Finance Department for review by the due date assigned by Finance in the reminder email. The due date is necessary to ensure that proper documentation and review is completed prior to the payment due date.

H. US Bank Access site/system

1. To log into the US Bank Access site, you will need the following 4 items:
 - a. Site address: access.usbank.com
 - b. Organization short name: whtwtr
 - c. User ID: Assigned to you by the Program Administrator at card issuance
 - d. Password: Temporary password is assigned by the Program Administrator at card issuance
2. [Access.usbank.com](https://access.usbank.com) (Access site) is a US Bank/Visa online system that allows cardholders, supervisors, and Program Administrators to monitor and manage purchasing card accounts and transactions. Detailed instructions on the use of the Access system are included in the Job Aids sections of this manual. In addition to the instructions provided in the job aids section, US Bank provides an online training course within the Access site. This training

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course can be accessed through clicking on the “Trainings” link on the first screen that you see after logging into the system. This will open a new tab with various User Guides and tutorials within general topics you can choose from the left-hand side menu. The “Transaction Management” user guide is downloaded and available on the shared drive at “G: Shared/ Finance/ P-Card Forms and Docs”.

IV. REPORTING

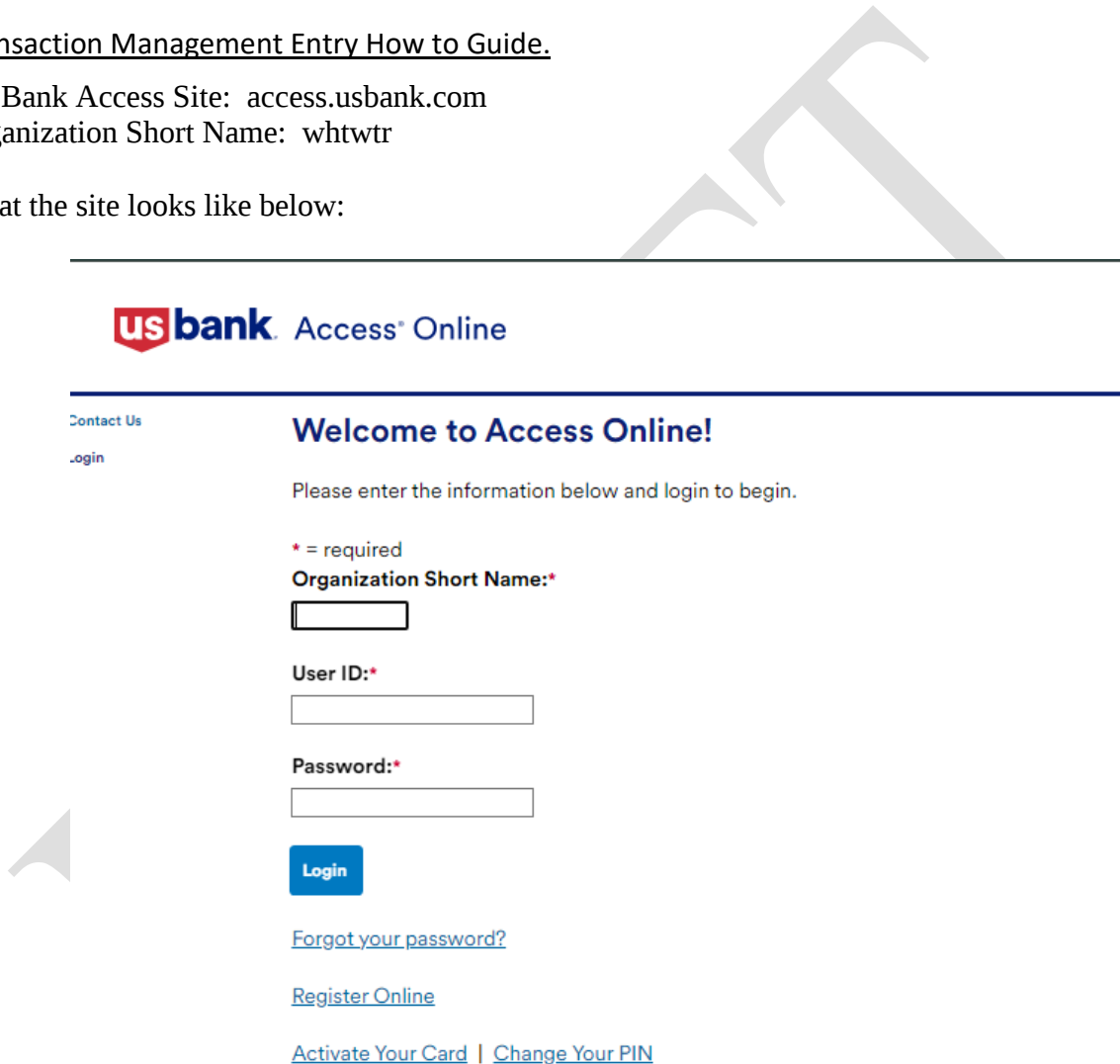
V. JOB AIDS

Transaction Management Entry How to Guide.

US Bank Access Site: access.usbank.com

Organization Short Name: whtwtr

What the site looks like below:



The image shows the US Bank Access Online login page. At the top, there is a blue header with the US Bank logo and the text "Access® Online". Below the header, on the left, there is a link "Contact Us" and a partially visible ".login" link. The main heading is "Welcome to Access Online!". Below this, it says "Please enter the information below and login to begin." There is a note "* = required". The first field is "Organization Short Name:*" with a text input box. The second field is "User ID:*" with a text input box. The third field is "Password:*" with a text input box. Below the password field is a blue "Login" button. At the bottom, there are three links: "Forgot your password?", "Register Online", and "Activate Your Card | Change Your PIN".

usbank Access® Online

[Contact Us](#)

[.login](#)

Welcome to Access Online!

Please enter the information below and login to begin.

* = required

Organization Short Name:*

User ID:*

Password:*

Login

[Forgot your password?](#)

[Register Online](#)

[Activate Your Card](#) | [Change Your PIN](#)

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Once you log into the Access Online site your landing page should have a message center and options on the left-hand side. Transaction Management and Account information options will be explored further. An example of the welcome page is shown below:

The screenshot shows the US Bank Access Online landing page. At the top, the US Bank logo and "Access Online" are on the left, and "Chat With Us" and "Log Out" links are on the right. The main header area says "Welcome to Access Online Jeremiah Thomas" and "Your last login was 02/28/2024". Below this is a "Message Center" section with a link to "Message(s) from Access Online". On the left side, there is a navigation menu with links: Transaction Management, Account Information, Reporting, My Personal Information, Home, Email Center, Contact Us, Training, and TravelBank Travel & Expense. On the right side, there is a "Quick Links" section with a link to "Manage Home Page Settings". At the bottom, there is a footer with copyright information "© 2024 U.S. Bank", links to "Privacy Policy", "Accessibility Policy", and "Terms of Use", and a timestamp "R024.02.02b20240216-1616 col 5 02-28-2024 11:48:43 CST".

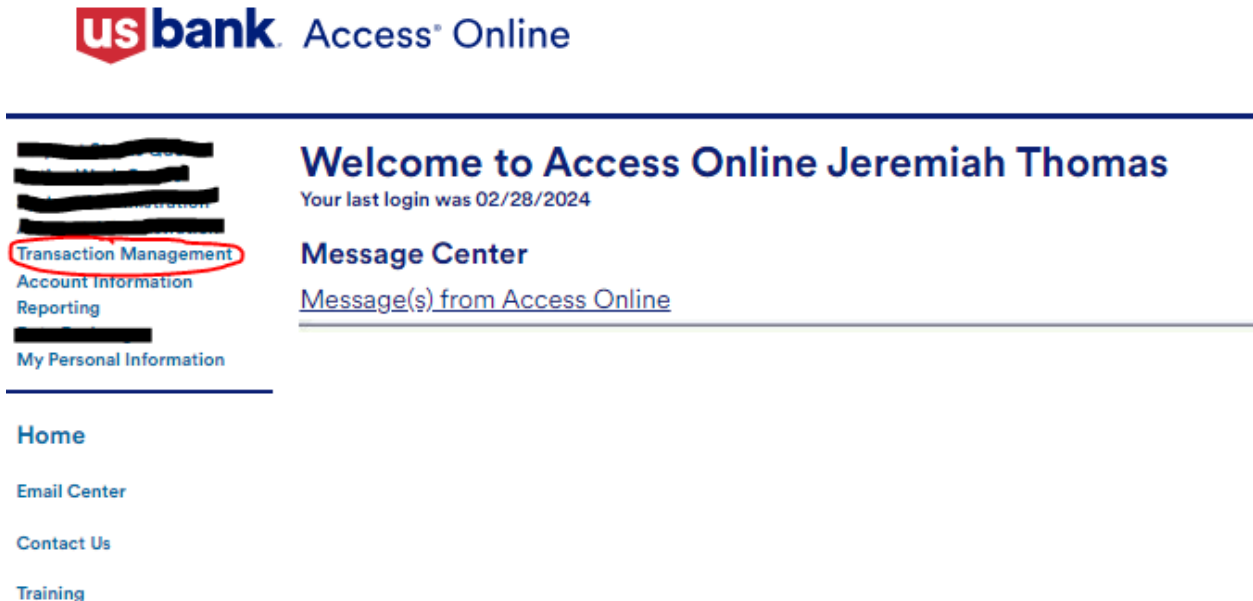
Statement Viewing/Printing

To view/print your monthly statement click on "Account Information" from the options on the left-hand side of the screen. Then click on "Cardholder Account Statement" to bring a listing of the monthly statement you can choose to view. Click on the monthly statement you wish to view or print and it will open as a PDF.

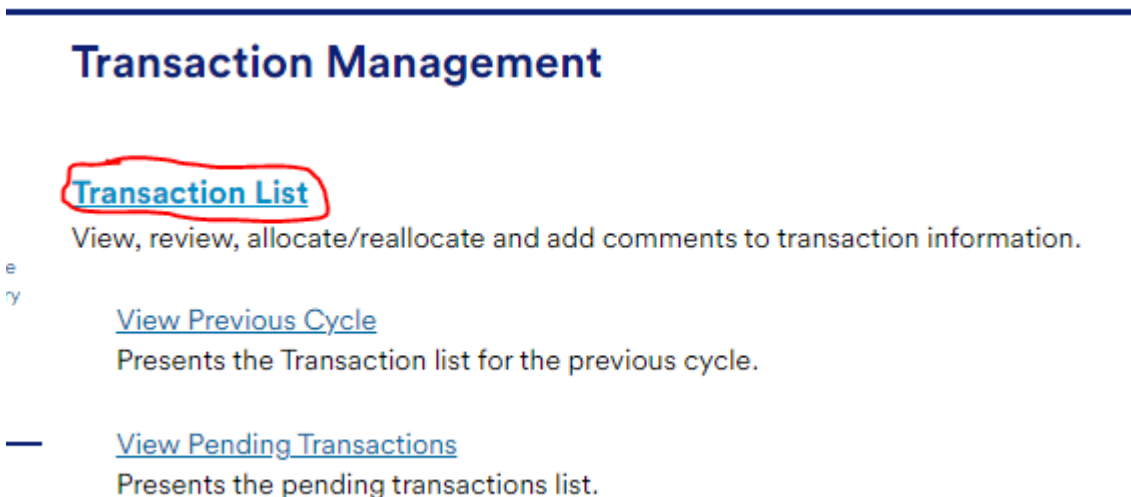
The screenshot shows the US Bank Access Online "Account Information" page. The US Bank logo and "Access Online" are at the top left, and "Cha" is at the top right. The left navigation menu includes: Request Status Queue, Active Work Queue, System Administration, Account Administration, Transaction Management, Account Information (highlighted with a red circle), Reporting, Data Exchange, and My Personal Information. The main content area is titled "Account Information" and contains two sections: "Statement" and "Account Profile". The "Statement" section says "View account statement(s)." and lists three links: "Cardholder Account Statement" (highlighted with a red arrow), "Managing Account Statement", and "Diversion Account Statement". The "Account Profile" section says "View account demographics, limits, accounting code, and other related information." and lists three links: "Cardholder Account Profile", "Managing Account Profile", and "Diversion Account Profile".

How to review, GL Expense coding and entering a description for your purchases

First click on “Transaction Management” from the options on the left-hand side of the screen from the welcome page.



Next click on “Transaction List” as in the screen shot below:



Purchasing Card Program

After clicking “Transaction Management” with either bring you to a current listing of your open purchase or to a Cardholder Account Search screen in which you will need to enter the **last 4 digits of your card number** under “Account Number”. The screen show below shows the Cardholder search screen and you will enter the last 4 of your card number in the area circled in red and finally you will click “Search”

Transaction Management Search & Select an Account

Cardholder Account Search

Search for an account by Cardholder Account Number, Account Unique ID, Name, or Social Security Number. You can also find a cardholder account by first [Searching for a Managing Account](#).

Account Number (Last 4 digits):

Account Unique ID: [i](#)

OR

Last Name:

First Name:

OR

Social Security Number:

OR

[Search](#)

After you have searched for your account number (or you might have been directly directed to the Card Account Summary) you will be on the Card Summary Screen.

If you are needing to Review, GL Expense Code, and enter a description for your monthly statement that you printed or was sent to you; you will need to click on the drop down circled below next to “Billing Cycle Close Date” and choose the billing cycle you need. Then you **MUST** click “Search” to bring up the transactions in that billing cycle

Transaction Management Card Account Summary with Transaction List

Card Account Number: *****2430, JEREMIAH THOMAS	Switch Accounts
Card Account ID: 722151000379	
Trans List	Manager's Queue

Card Account Summary

Account Number: ...2430
Account Name: JEREMIAH THOMAS

Billing Cycle Close Date:

[Search](#)

[Print Account Activity](#)

[Open Account](#)

[Search Criteria](#)

[Return to top](#)

Purchasing Card Program

Once you have clicked search the system will load your transactions. To then add the GL expense code and the description click on “Add Allocation”. If there is not an “Add Allocation” link click on the Date (XX/XX) under the heading “Trans Date”.

[Check All Shown](#) | [Uncheck All Shown](#)

Select	Status	Approval Status	Trans Date	Posting Date	Merchant	City/State	Amount	Detail	Trans Unique ID	Purchase ID	Comments	Accounting Code
☐	Pending		02/23	02/26	AMZN.COM/BILL, WA	AMZN.COM/BILL, WA	\$79.99		03757151220037892024-02-2600004	113-1940181-49770		Add Allocation
☐	Pending		02/23	02/26	AMZN.COM/BILL, WA	800-288-2020, TX	\$111.80		03757151220037892024-02-2600003	4142910010305		Add Allocation
☐	Pending		02/23	02/26	AMZN.COM/BILL, WA	800-288-2020, TX	\$111.80		03757151220037892024-02-2600002	4142910006201		Add Allocation
☐	Pending		02/23	02/26	AMZN.COM/BILL, WA	800-704-4808, TX	\$952.72		03757151220037892024-02-2600001	2624730551291		Add Allocation
☐	Pending		02/22	02/23	AMZN.COM/BILL, WA	920-457-4481, WI	\$229.37		03757151220037892024-02-2300001	295900004		Add Allocation

Once you are in the single transaction make sure you are on the “Allocations” tab and your screen should look similar to the screen shot below. First add the GL Expense code under “Account Number” and use the full account number including dashes (111-11111-111), then add a description of the purchase under the “Description” box and finally click on “Save Allocations”. If you do not click on “Save Allocations” and move off of the page it will not save what you typed in.

[Summary](#)
[Allocations](#)
[Transaction Line Items](#)
[Comments](#)
[Approval History](#)

The Allocations tab provides the ability to reallocate a transaction by changing the accounting information to allocate an amount to a different cost center. The reallocation can be to one or to multiple accounting codes.

You can allocate amounts by dollar amount or percentage. Total allocation amounts must equal 100% of the transaction. To allocate to additional accounting codes, click the “Add” button.

After adding, modifying or deleting allocations, click the “Save Allocations” button to save changes.

* = required Allocation Source: Default Acct Code Last Changed By: System

Remove	Amount	Percent	Accounting Code - Segment Name (Length)		Favorite
			ACCOUNT NUMBER (13)	DESCRIPTION (100)	
☐	\$ 111.80	OR 100.00%	111-11111-111		Add as Favorite

Search

[Remove](#)

Total Allocated: \$ 111.80 100.00% Apply Accounting Code: [Apply](#)

Amount Remaining: \$ 0.00 0.00% Additional Allocation(s): 1 [Add](#)

Note: Rows marked for deletion are subtracted from Total Allocated and Amount Remaining values.

[Save Allocations](#)

Purchasing Card Program

If your purchase is for multiple items and/or for multiple GL Expense codes you can add lines to allocate the purchase to more than one spot. To do this you will type in the number of additional lines you need in the box next to “Additional Allocation(s)” and click “Add”

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Accounting Code
	02/23	02/26	ATT*CONS PHONE PMT	800-288-2020, TX	111.80		4142910010305	

Disputed Trans Detail Level Reallocated

Allocations

The Allocations tab provides the ability to reallocate a transaction by changing the accounting information to allocate an amount to a different cost center. The reallocation can be to one or to multiple accounting codes.

You can allocate amounts by dollar amount or percentage. Total allocation amounts must equal 100% of the transaction. To allocate to additional accounting codes, click the "Add" button.

After adding, modifying or deleting allocations, click the "Save Allocations" button to save changes.

* = required Allocation Source: Default Acct Code Last Changed By: System

Remove	Amount	Percent	Accounting Code - Segment Name (Length)
			ACCOUNT NUMBER (13) DESCRIPTION (100)
☐	\$ 111.80	OR 100.00%	

Search Remove

Total Allocated: \$ 111.80 100.00% Apply Accounting Code: Apply

Amount Remaining: \$ 0.00 0.00% Additional Allocation(s): 1 Add

Note: Rows marked for deletion are subtracted from Total Allocated and Amount Remaining values.

Save Allocations

An example of 2 additional allocations are showed in the screen shot below. To allocate the amount you will enter the amount for each allocation in each line and the corresponding GL Expense code and description to each amount and finish with clicking “Save Allocations”.

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID
	02/23	02/26	AMZN MKTP US*RW2KX6562	AMZN.COM/BILL, WA	79.99		113-19

Disputed Trans Detail Level Reallocated

Allocations

The Allocations tab provides the ability to reallocate a transaction by changing the accounting information to allocate an amount to a different cost center. The reallocation can be to one or to multiple accounting codes.

You can allocate amounts by dollar amount or percentage. Total allocation amounts must equal 100% of the transaction. To allocate to additional accounting codes, click the "Add" button.

After adding, modifying or deleting allocations, click the "Save Allocations" button to save changes.

* = required Allocation Source: Default Acct Code Last Changed By: System

Remove	Amount	Percent	Accounting Code - Segment Name (Length)
			ACCOUNT NUMBER (13) DESCRIPTION (100)
☐	\$ 79.99	OR 100.00%	
☐	\$ 0.00	OR 0.00%	
☐	\$ 0.00	OR 0.00%	

Search Remove

Total Allocated: \$ 79.99 100.00% Apply Accounting Code: Apply

Amount Remaining: \$ 0.00 0.00% Additional Allocation(s): 1 Add

Note: Rows marked for deletion are subtracted from Total Allocated and Amount Remaining values.

Save Allocations

Purchasing Card Program

If you have successfully entered the Amount(s), GL Expense Code and the Description you will see “Request has been successfully completed” when the screen refreshes. To then go to the next transaction, you will need to click on “Trans List” and repeat the process above until all purchases have been reviewed and have both a GL Expense code and a description.

Card Account Number: *****2430, JEREMIAH THOMAS
Card Account ID: 722151000379

Switch Accounts

[Trans List](#) | [Manager's Queue](#)

Request has been successfully completed.

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID
	02/23	02/26	ATT*CONS PHONE PMT	800-288-2020, TX	111.80		414Z91001

Disputed Trans Detail Level Reallocated

Summary | **Allocations** | Transaction Line Items | Comments | Approval History

The Allocations tab provides the ability to reallocate a transaction by changing the accounting information to allocate an amount to a different cost center. The reallocation can be to one or to multiple accounting codes. You can allocate amounts by dollar amount or percentage. Total allocation amounts must equal 100% of the transaction. To allocate to additional accounting codes, click the "Add" button.

After adding, modifying or deleting allocations, click the "Save Allocations" button to save changes.

* = required Allocation Source: User Last Changed By: Thomas, Jeremiah

Remove	Amount	Percent	Accounting Code - Segment Name (Length)
			ACCOUNT NUMBER (13) DESCRIPTION (100)
☐	\$ 111.80	OR 100.00%	<u>220-55110-225</u> * <u>JAN 2024 ALARM LINES</u>

Search

Remove

Total Allocated: \$ 111.80 100.00% Apply Accounting Code:

Apply

Amount Remaining: \$ 0.00 0.00% Additional Allocation(s): 1

Add

Note: Rows marked for deletion are subtracted from Total Allocated and Amount Remaining values.

Save Allocations

13 | Page

Purchasing Card Program

If you are unsure of the GL Expense code or are receiving an error stating the code/Account number is not found you can search for the GL Expense codes. Click on the magnifying glass to where you enter the GL Expense code.

Transaction Summary

Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail
	02/23	02/26	AMZN MKTP US*RW2KX6562	AMZN.COM/BILL, WA	79.99	

Disputed Trans Detail Level Reallocated

[Summary](#) [Allocations](#) [Transaction Line Items](#) [Comments](#) [Approval History](#)

The Allocations tab provides the ability to reallocate a transaction by changing the accounting information to allocate an amount to a different cost center. The reallocation can be to one or to multiple accounting codes.

You can allocate amounts by dollar amount or percentage. Total allocation amounts must equal 100% of the transaction. To allocate to additional accounting codes, click the "Add" button.

After adding, modifying or deleting allocations, click the "Save Allocations" button to save changes.

* = required Allocation Source: Default Acct Code Last Changed By: System

Remove	Amount	Percent	Accounting Code - Segment Name (Length)
			ACCOUNT NUMBER (13) DESCRIPTION (100)
☐	\$ 79.99	OR 100.00%	

Search

[Remove](#)

Total Allocated: \$ 79.99 100.00% Apply Accounting Code: [Apply](#)

Amount Remaining: \$ 0.00 0.00% Additional Allocation(s): [Add](#)

Note: Rows marked for deletion are subtracted from Total Allocated and Amount Remaining values.

[Save Allocations](#)

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This will bring you to a screen where you will search using a partial GL expense code. Enter at least the first eight numbers to search most effectively (111-11111). Then click on “Search” to see a list of GL Expense codes

Enter full or partial segment values, segment value descriptions, or leave blank to view all valid values. Then click the "Search" button.

ACCOUNT NUMBER (13)	
Value:	
Description:	
Search Type:	Begins with

Display Values per page

Search

[<< Back to TM Allocations](#)

Transaction Management Search & Select Valid Value

Enter full or partial segment values, segment value descriptions, or leave blank to view all valid values. Then click the "Search" button.

ACCOUNT NUMBER (13)	
Value:	100-51500
Description:	
Search Type:	Begins with

Display Values per page

Search

[<< Back to TM Allocations](#)

Purchasing Card Program

Once you have searched the account number and the list of possible GL numbers shows below you will click on “Select” next to the one you want to choose.

ACCOUNT NUMBER (13)	
Value:	100-51500
Description:	
Search Type:	Begins with

Display Values per page

Search

Select a valid value from the results list below.

Records 1 - 25 of 30

Page: 1 | 2

	ACCOUNT NUMBER	Value Description
Select	100-51500-111	SALARIES/PERMANENT
Select	100-51500-112	SALARIES/OVERTIME
Select	100-51500-114	WAGES/PART-TIME/PERMANENT
Select	100-51500-115	LABOR TRANSFER COSTS
Select	100-51500-117	LONGEVITY PAY
Select	100-51500-150	MEDICARE TAX/CITY SHARE
Select	100-51500-151	SOCIAL SECURITY/CITY SHARE
Select	100-51500-152	RETIREMENT
Select	100-51500-153	HEALTH INSURANCE
Select	100-51500-155	WORKERS COMPENSATION
Select	100-51500-156	LIFE INSURANCE
Select	100-51500-157	L-T DISABILITY INSURANCE
Select	100-51500-160	125 PLAN CONTRIBUTION-CITY
Select	100-51500-210	PROFESSIONAL SERVICES
Select	100-51500-211	PROFESSIONAL DEVELOPMENT
Select	100-51500-214	AUDIT SERVICES
Select	100-51500-217	CONTRACT SERVICES-125 PLAN
Select	100-51500-219	ASSESSOR SERVICES
Select	100-51500-222	ASSESSMENT-TAXES-DUE TOWNSHIPS
Select	100-51500-225	MOBILE COMMUNICATIONS

Purchasing Card Program

After click select it should bring you back to the individual purchase and the account number you selected will show in the “Account Number” box. You now can continue adding the Description and save as above.

* = required Allocation Source: Default Acct Code Last Changed By: System

Remove	Amount	Percent	Accounting Code - Segment Name (Length)
			ACCOUNT NUMBER (13) DESCRIPTION (100)
☐	\$ 79.99	OR 100.00%	100-51500-210

Search

Purchasing Card Program

CITY OF WHITEWATER PURCHASING CARD PROGRAM APPENDIX 1 – PROCESS

The following forms are available in the internal forms directory:

- **Affidavit of Receipt:** Each purchase needs to have supporting documentation attached (i.e. receipt). The Affidavit of Receipt should be used when documentation is not available for a transaction. Excessive use of this form may result in revocation of the cardholder's purchasing card privileges.
- **New Card Request:** This form should be completed when requesting a card for a new cardholder. The form includes lines to indicate the restrictions on the card requested.
- **City of Whitewater Procurement Policy:** This is the city's procurement policy that should be reviewed prior to making any purchases when issued a new card.
- **Menards Tax exempt Bar Code:** If making a purchase at Menards we have a barcode that must be presented at the time of purchase to remove the sales tax from any goods purchased.
- **Sales and Use Tax Exemption Certificate (Form S-211):** This should be presented to a merchant to remove sales tax from any purchases made on the city's behalf.
- **US Bank Access Online Transaction Management Users Guide:** Users guide to the transaction management portion of the US Bank Access Online system
- **How to Guide – Transaction Management:** A custom created how to guide with screenshots showing how to enter your monthly GL expense code and Description in preparation to turning in your receipts and monthly statement to the Finance Department.

Definitions:

Cardholder: An employee that has been issued a purchasing card and is authorized to make purchases in accordance with these procedures.

Program Administrator: Individual responsible for issuing cards, providing training, and responding to questions related to the p-card program.

Form S-211: Wisconsin Sales and Use Tax Exempt form given to businesses/merchants to avoid paying state sales tax on purchases.

Receipt/Invoice: Proof of purchase that needs to be retained and submitted to Finance with your monthly statement for verification of your purchase of goods or services for the city.

Purchasing Card Program

CITY OF WHITEWATER PURCHASING CARD PROGRAM FREQUENTLY ASKED QUESTIONS

1. When should I use my Purchasing Card?

In general, use your purchasing card to purchase goods or services from any vendor that accepts credit cards, unless the merchant charges a fee to accept credit cards.

2. Can a co-worker use my Purchasing Card?

Yes, with your, the cardholder, prior authorization/permission only on a case by case basis. The cardholder named on the purchasing card can authorize a purchase on the card and is ultimately responsible for the purchase. The card may be used to make purchases for an employee in your department with the cardholder processing the transaction as well.

3. What if my Purchasing Card is declined when making a purchase?

Your purchasing card purchase may be declined if the purchase you are making falls outside the parameters set-up for your card. Cancel the transaction and contact the Program Administrator as soon as possible.

Note: Be aware of the cardholder limits for your card to avoid a situation where your purchase might be declined.

4. What do I do if my card is lost or stolen?

If your purchasing card is lost or stolen, contact US Bank immediately at 1-800-344-5696 and notify the Program Administrator immediately.

5. Who should I contact to resolve a disputed transaction?

If a discrepancy appears on your monthly statement, contact the vendor to resolve the matter. If you cannot resolve the discrepancy with the vendor, contact the Program Administrator and you can file a dispute directly online through the US Bank Access site within transaction management.

6. What do I do if I need to return an item purchased with my purchasing card?

Contact the vendor directly and make arrangements for the return. Make sure that the returned item is credited to your purchasing card account. Cash refunds are not allowed under any circumstances!

7. What do I do if I was mistakenly charged sales tax on a purchase made with my purchasing card?

Contact the vendor directly and have the sales tax amount credited back to your account. If necessary, obtain a copy of the City's tax exempt certificate from the City's shared network drive under "G:Shared\Finance\P-Card Forms and Docs".

8. What do I do if unauthorized charges appear on my account?

If you detect or suspect that your card has been used fraudulently, contact US Bank immediately at 1-800-344-5696 and notify the Program Administrator as soon as possible. **Under no circumstances** should the notification take longer than five days.

9. What do I do to have my cardholder limits or MCC group changed?

Complete a Cardholder Request for Change Form, have your Department Head approve it, and submit it to the Program Administrator. Upon approval you will be notified when the requested changes become effective.