



City of Winchester

Purchasing Card Payment Procedure

I. Description and Purpose of Procedure

The City of Winchester provides a Purchasing Card Program to allow the purchase of goods and services in addition to the existing methods of Purchase Orders, Field Purchase Orders (FPOs), Manual Payment Requests and petty cash. This program provides an efficient method of purchasing and paying for goods and services within an employee's authorized purchase limits. The purpose of this procedure is to establish a set of guidelines for the payment of the City's purchasing card (P-Card) transactions.

II. Payment and Reconciliation

- A. The cardholder is responsible for all charges on his or her monthly statement, including resolution of charges in error. After final review is completed by the cardholder, all necessary original receipts, invoices and travel authorization forms, etc. are attached to the statement. Failure to provide proper documentation may result in the cardholder reimbursing the City for that particular charge.
- B. The statement with the original documentation is forwarded to the person in the cardholder's department responsible for entering invoices into Naviline for payment within 10 days of the statement billing date. Invoices and receipts should be coded with the proper budget code and checked to ensure that the proper documentation for each transaction on the statement is attached.
- C. Finance will notify departments by the 10th of the month when transactions have been downloaded and are ready for processing.
- D. To process P-Card transactions for payment from the Naviline Application Menu select the following menu items by double clicking:
 1. Financial Systems
 2. GMBA Main Menu
 3. Procurement Card Main Menu
 4. Processing Menu
 5. Transaction maintenance
 6. Cardholder's name
 7. Right click on the transaction you want to process and select change
 8. Enter the vendor number, by typing it in if you know it or clicking on the arrow and searching for the vendor number (the number may be pre-filled, verify that it is the correct number if not enter the correct vendor number)
 9. Enter the GL account number for the transaction (required)
 10. Enter project number if applicable
 11. Enter item description in Misc. Information line 1 (required)
 12. Misc. Information line 2 & 3 are optional
 13. Enter Work request and job order number if applicable
 14. Enter Equipment number, Reference, Fleet job order & Job number if applicable

15. If transaction is ready for payment and you have authority to approve the transaction uncheck the hold box and check the Transaction approved box.
16. If you do not have authority to approve uncheck the hold box if the transaction is ready for approval.
17. If the transaction needs additional information check the hold box.
18. Hit the enter key or click Commands at the left top of the screen and click on the appropriate option.
19. Continue coding transactions until they are approved that go with each Cardholder's statement.

E. The Mass Approve Transactions option may be used to approve transactions that have been coded for payment.

1. Select the Mass approve transactions option.
2. Select the cardholder name.
3. Click on the "Approve all eligible" option at the bottom right of the screen.
4. Click OK to confirm transaction approval

F. Once all transactions have been coded and approved print the following report:

1. Select Procurement Card Main Menu
2. Select Demand Reports Menu
3. Select Dept/Div approval report
4. Leave selections blank to run all the cardholders you have authority to and hit OK.
5. A "Procurement Card Department/Division Approval List" will print. This report shows each cardholder and all transactions for that cardholder. Verify that the transactions on the report match the cardholder statement and that each transaction has been coded with the appropriate GL account number. Forward this report along with the Cardholder statement and invoices to the Department Director or designee for review and approval. The Department/Division Approval List should be signed and dated and takes the place of the FPO.

G. All documentation should be submitted to Finance for payment by the 20th of the month including:

1. Signed Department/Division Approval List
2. Cardholder statements
3. All invoices/receipts and travel approval forms.

III. Prohibited Transactions

The following transactions are prohibited:

- A. Cash advances
- B. Personal purchases
- C. Alcoholic beverages
- D. Split purchases to meet purchasing limit
- E. Employee benefits: entertainment, tuition

- F. Computer software and equipment purchases without prior approval from the Information Technology Director or designee
- G. Transactions prohibited by the City's Purchasing & Payment Guidelines

VI. Audits

Audits of the purchasing card system may be conducted at any time. Department Directors will review purchasing card activity in their departments on at least an annual basis.

Prepared by	Celeste Broadstreet
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