

City of Tucson Procurement Card



Program Manual

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Section I - pCard Use & Restricted Items

Welcome to the City of Tucson's Procurement Card (pCard) Program!

The Business Services Department, Procurement Operations is pleased to provide you a convenient, safe way to make purchases and monitor your expenditures. The pCard will reduce the number of petty cash, DA-23, and partial receiving reports that the City processes by allowing designated staff to make purchases with a City credit card.

The City's current pCard provider is Bank of America Merrill Lynch. Our card is a corporate MasterCard with a chip & pin. Cardholders must set up their PIN when activating their card.



Card Usage

- Any legitimate business purchase
- Anywhere MasterCard is accepted
- In accordance with Tucson Procurement Code, City Directives and Departmental Policies
- Mandatory for purchases under \$10,000 where the vendor accepts pCard
 - For purchases over \$10,000, a purchase order must be in place prior to purchase. For questions, contact the Business Services Department, Shared Services – Procurement division.
- All travel related expenses (hotel, airfare, ground transportation, registration etc.)
 - When per-diem is elected, the pCard **cannot** be used for per-diem expenses

Restrictions

- Cash advances/Wire transfers/Money Orders are not allowed.
- Computer software and/or hardware purchases not pre-approved by the City of Tucson Information Technology Department.
- Federally funded purchases
 - *NOTE: customers may use the pCard for federal or state grant funded purchases when the funding or granting agency **does not impose specific source selection requirements which may be violated by using the card**. For example, FTA funded purchases which exceed \$10,000 must comply with FTA contracting regulations and may not be suitable for card use (exceptions may exist if payment is made to a vendor that was selected through an appropriate process). In either case, if you are unsure whether or not the purchase is suitable for payment with the pCard, please contact the funding or granting agency prior to making the purchase. Fund or grant recipients are responsible for ensuring proper compliance.*
- Medical Services: Any expenses related to emergency room or urgent care visits and hospitalizations.
- Non-contracted items in excess of \$10,000.00 (prior Shared Services –Procurement Contract Officer approval required)
- Purchases from non-contracted vendors for items which are **available under contract**.
- Purchases which require a signed contract. Any purchase that includes a contract to be signed must first be reviewed by the Business Services Department, Shared Services-Procurement Division. Please contact the responsible Contract Officer prior to making the purchase. You may access the Shared Services – Procurement staff directory at https://tucsonprocurement.com/home_staff.aspx.
- Relocation and/or Moving Expenses: These are taxable and are **never** to be paid on a pCard. Please contact your payroll specialist for more information.

Employee Meal and Food Purchases

Providing meal and food reimbursements to employees can cause tax implications for the employee and City under IRS regulations. To prevent this, the following policies will apply. This policy includes reimbursements through petty cash and pCard purchases.

- **Meals/food purchases necessary for the City's convenience and provided on City premises where business is normally conducted.** Examples include: Employees on call for emergencies during lunch periods or the nature of the business requires short lunch periods. This expense/expenditure is charged to object 359.
- **Business lunches for a clear business reason in a clear business setting.** When submitted for reimbursement or paid with a pCard, a receipt is required along with documentation showing the purpose, attendees, (must include non-city participants), and location. Departments will maintain this documentation for pCard payments. This expense/expenditure is charged to object 263.

- **DeMinimis meal purchases.** This involves low value purchases and provided on an occasional, infrequent, not routine basis. Examples include: Providing coffee, water, snacks at a group meeting (such as the pCard Ranger Academy). This expense/expenditure is charged to object 359.
- **Meals in conjunction with overnight travel (travel order number required) are charged to object 202.** A traveler can use a pCard for meals (not to exceed the daily Federal Per Diem rate allowed) if per diem (cash advance) was not elected. Further information is available in Administrative Directive, 3.03.1, Travel Policy.
- **Purchases of meals on a Day Travel Trip are not reimbursable.** Meals during a day travel trip are the responsibility of the employee.

*The object codes listed above are the only ones used for meal/food purchases.

Refer to A.D. 2.01-18, Employee Morale and Recognition Program, for additional information.

Gift Cards

Purchasing a gift card for employees raise several concerns related to the State's Gift Clause and IRS taxing considerations depending on the funding source, the amount and the recipient. An individual employee may not receive more than \$25 in total value in gift cards for a given calendar year.

When using a pCard to purchase gift cards, make sure the business purpose clearly states the number of gift cards purchased, the denomination(s), and event/reason the gift card(s) was purchased for.

Gift cards shall be handled the same as cash and stored in a secured location until distributed to an employee. Departments must abide by all requirements in **A.D. 3.02-1**, Cash Handling. In order to ensure compliance with both the Arizona Constitution's Gift Clause and IRS taxing considerations, Departments will need to maintain a record of the gift cards issued. The record must include the employee name, employee number, the dollar amount of the gift card and the date issued. A copy of the record shall be made available upon request to the Business Services Department.

pCard Misuse

The City pCard is not for personal use. If your department has selected you to be a cardholder or have the ability to use a department pCard, it is a privilege and should be treated as such. Any personal charges are strictly prohibited and may be considered misappropriation of City funds. The cardholder will be held responsible for reimbursing the City the total amount for any unauthorized purchase or other discrepancies resulting from an audit.

The following procedure is for reporting misuse specifically through the pCard program.

- If a personal or unauthorized purchase is made, the employee will be responsible to notify their director, pCard Administration and reimburse the City for the expense. The employee will pay the City through the City Cashier's Office and must provide a copy of the transaction receipt from the City cashier to pCard Administration (pCard-Support@tucsonaz.gov) for retention. In addition, the City has the right to collect any amount owed during employment or after, including by way of payroll deductions.
- Suspected misuse of City assets through the pCard Program should immediately be reported to the Procurement Director and pCard Administration.
 - The Department Director will determine the appropriate course of action, which may include an investigation by Internal Audit, and/or the Tucson Police Department.
- Accidental or intentional misuse of the pCard may result in cancellation of the pCard, disciplinary action up to and including termination and possible criminal charges.
 - This does not apply to non-employee fraud, such as lost/stolen pCards. Non-employee fraud should continue to be reported to pCard Program Administration staff who will report the activity to the credit card bank, Bank of America Merrill Lynch.

Procedure for *Accidental* Misuse

- Cardholder must write a memo to their Director and pCard Administration explaining the personal use
- Cardholder must reimburse the City within one week. A copy of the memo and a copy of the receipt must be given to the pCard reconciler for use as backup. pCard Administration must also get a copy of the reimbursement receipt.
- Cardholder must attend cardholder training.
- Continued "accidental" uses will be treated as misuse and the pCard will be cancelled. The cardholder will face disciplinary action up to and including termination.
- Cardholder will not be allowed to participate in the pCard program for a period of one year after cancellation of pCard.
- Cardholders wishing to have their cardholder privilege reinstated must get written approval from their director.

Types of pCard

There are two types of pCards, an Individual card and a Department card. The cardholder is responsible for keeping the card(s) safe at all times.

Individual Card:

The City of Tucson Individual pCard is a Bank of America Merrill Lynch MasterCard card issued to an individual employee. Individual pCards are nontransferable and non-assignable and remain the property of the City of Tucson and Bank of America Merrill Lynch. If an employee transfers position in a department or transfers to another department and will no longer be a cardholder, the employee must work with the department pCard liaison to cancel their card.

Department Card:

The City of Tucson Department pCard is a Bank of America Merrill Lynch MasterCard credit card issued to a City department. A City division card is also considered a department card because it does not have a specific employee's name on it. The City Department appears on the card for reference. Department pCards are transferable and assignable and remain the property of the City of Tucson and Bank of America Merrill Lynch.

The assigned cardholder is responsible for all charges made on the department card. Therefore a sign-out log should be kept to reduce the amount of false reporting of fraudulent charges on the card. At a minimum, the log should include date checked out, who checked it out, vendor name, date checked back in.

Each pCard is assigned default accounting information. The account number may be changed at any time during the current billing cycle. Activity and Program codes are optional depending on the type of fund. Whenever in doubt please check with Accounts Payable.

Section II – Roles and Responsibilities

The pCard program is broken into several distinct roles. These roles are designed to improve transparency and to protect the City from misuse. Each purchase made with a pCard has, at a minimum, two sets of eyes on it.

Participants in the program attend annual training and agree to abide by the conditions of participation.

pCard Program Administration

- Receive card applications from departments; enter them into Bank of America Merrill Lynch Works.
- Receive cards from Bank of America Merrill Lynch; store them securely until Cardholders are trained
- Maintain pCard Manual
- Schedule and conduct training for each department/division for Cardholders/reconcilers/approvers/liaisons/senior staff
- Issue cards to Department Liaisons for distribution to Cardholders
- Review transactions
- Review/Audit/Compliance pCard program
- Analyze activity with vendors, including by small business, minority or women owned
- Report on Unreconciled/Disputed transactions
- Report on Cards status
- Track termination or transfer of Cardholders
- Add/Modify/Cancel cards
- Make changes to Cardholder accounts
- Issue renewed cards to existing Cardholders.
- Program Expansion
- Assistance with dispute resolution with suppliers
- Presents program updates and changes to Mayor & Council and other City executives
- Work closely with procurement contracting staff for growth opportunities

Department pCard Liaison

- Act as contact with the City's pCard Program Administration staff
- Develop and enforce internal department policies and procedures
- Monitors department card activity and ensures timely reconciliation and approvals in CGI Advantage
- Makes limit change requests with pCard Administration by email & authorizes new cards
- Maintain copies of Cardholder applications, agreements and card numbers.
- Forward applications and agreements to the City's pCard Program Administration staff
- Serve as department contact for lost or stolen cards
- Assist with disputed charges that cannot be resolved by the Cardholder
- Provides internal policy training & refresher training
- Updates Cardholders on vendor participation
- Handles any questions related to the pCard Program
- Advises the Department Director and pCard Administrators of problematic Cardholders, Reconcilers or Approvers
- May store infrequently used pCards
- Collects pCards from employees who terminate employment with the department and updates pCard Administration staff as separations occur
- Maintains archived pCard receipts/invoices for a period of not less than ten years from the year in which they were created. (This only applies to documents not uploaded into Advantage or SIRE)

Cardholder

- Safeguards pCard
- Reports lost or stolen cards immediately
- Complies with all City and Departmental policies and procedures relating to the use of the card
- Submits back up documentation such order forms, itemized invoices, in-store receipts, web receipt or email acknowledgement, packing slips and other supporting documentation as applicable, to the account reconciler **on a daily basis**
- Resolves any discrepancies directly with the vendor
- Verifies purchase order is active if purchase is >\$10,000
- Attends annual pCard training
- Is responsible for all purchases made on the card.*
- Reports suspected fraud on the card to pCard Administration

*Cardholders will not be financially responsible for transactions that are fraudulent.

Reconcilers

- Reconciles all pCard transactions on no less than a weekly basis*
- Reconciles to the amount that posted to the bank and resolves any discrepancies with vendor prior to reconciling in Advantage
- Receives documentation such as receipts, order confirmation, packing slips, etc. from Cardholders and maintains in a pending file until the transaction posts in Advantage
- Reconciles account statements and reports any discrepancies by the end of the 3rd business day of the month for the previous month.
- Assures that correct accounts/object codes are used on transactions
- Uploads supporting documentation**
- Verifies that invoices are not paid twice and resolves duplicate billings with vendor
- Applies a use tax if applicable
- Reviews and resolves discrepancies
- Notifies pCard Administration of suspected misuse of pCard
- Notifies pCard Administration of suspected fraudulent transactions
- Attends annual training

* pCard program recommends that transaction be reconciled and approved on a daily basis. This provides real-time budget information for departments.

**Backup documents keeps the City protected from fraudulent/misuse purchases. Documents not loaded must be kept in a secure file for 10yrs after the year in which the purchase occurred.

Approvers

- Review transactions processed by the Reconciler and affirms that pCard policies and procedures were followed and a receipt or invoice is provided
- Cannot approve purchases made by them or authorized by them
- Affirms that correct accounts/object codes were used
- Affirms that all transactions are approved before the end of the 3rd business day of the month for the previous month
- Rejects transactions for errors
- Notifies pCard Administration of suspected misuse of the pCard
- Attends annual training

Department Director

- Authorizes initial request for cards
- Designates Department pCard liaison(s)
- Determines disciplinary action for pCard misuse or abuse

Bank of America Merrill Lynch Bank

- Receives MasterCard charges
- Assists Cardholders with PIN resets
- Issues pCards
- Cancel pCards immediately upon request of the City's Program Administrator
- Notifies City's Program Administrator of any suspected fraudulent use of a pCard
- Provides reports and analytical support to the City's Program Administrator

Procurement

- Analyze Cardholder merchant use patterns; identify new contracting opportunities and negotiate lower price contracts based on utilization data.
- Solicits and awards contracts.
- Responsible for vendor database.
- Negotiate discounted Procurement contracts with other vendors

Section III – Join the Program

In order to participate in the City of Tucson pCard program, each department / division must be able to answer yes to the following questions:

- Will your division be able to ensure that rules and regulations governing the use and protection of the pCard will be followed? This concern stems from the fact that the pCard is not a personal credit card, and thus is not protected from fraudulent use in case of loss or theft or misappropriation of the account number unless Bank of America Merrill Lynch is notified by the end of the month following the month in which fraudulent charges occurred.
- Will your Department Director or equivalent Administrator empower one of your employees to act as a pCard Liaison for purposes of reporting pCard policy violations or any other misuse of the card? This employee will need top level authorization and on-going support.
- Will the Department Director take immediate, appropriate action upon learning of card misuse or abuse? Cards can be suspended temporarily, individual and monthly purchase limits can be lowered, or cards can be canceled, based on the degree of misuse. Notify the Program Administrator immediately.
- Do you have staff that can provide prompt, reliable reconciliation and approval of pCard transactions? Both primary and backup Reconcilers and Approvers should be identified within your department/division. **NOTE: The Reconciler and Approver assigned to each card must be different individuals.**
- Will your department be able to establish a system for handling and archiving purchase documentation, including order forms, itemized invoices, in-store receipts, web receipt or email acknowledgement, packing slips as applicable, **Note: The department is solely responsible for maintaining detailed documentation for audit purposes.**
- Do the reconciler and Approver have the computer hardware necessary to run the CGI Advantage web sites required for this program? Each Reconciler and Approver will need a computer for this purpose.

Getting Started

- Step 1** Submit a Departmental Participation Form (available on the intranet). This includes determining who the Liaison between your Cardholders and the pCard Program Administration team will be. The Department Director or equivalent administrator must sign and authorize their department to join the pCard Program. New Departmental Participation Forms should be mailed to the pCard Program Administrator.
- Step 2** Assign Reconciler and Approver roles (including backups) for each pCard. **NOTE: The Reconciler and Approver assigned to each card must be different individuals.**
- Step 3** A. Identify department members that are to be Cardholders and submit applications. Complete an Individual pCard Application (available on the intranet) for each employee. Print and complete the form and have it signed by the Cardholder, liaison and/or Department Director. New applications should be e-mailed to the pCard Program Administrator.
- B. If requesting a Department Card, identify the responsible person who will administer the card. Complete a Department pCard Application in the name of the department, division or project.
- Step 4** Set up a system for handling and archiving purchase documentation, including order forms, itemized invoices, in-store receipts, web receipt or email acknowledgement, packing slips as applicable. **Remember: The department is solely responsible for maintaining detailed documentation for audit purposes. For all expenditures, supporting documentation must be retained for a period of ten (10) years from the transaction date. Retention questions may be directed to the City Clerk's Office at 791-4213.**
- Step 5** Identify potential Cardholders by applying the following criteria:
- Responsible and reliable in following the policies concerning the use and protection of the card.
 - The purchases made are suitable for pCard use.
 - Will be responsible and reliable in timely submission of proof of purchase back up documentation.
- Consider the possibility of requesting a pCard for a centrally located employee to place orders for those who might need to make these kinds of purchases only infrequently.
- Step 6** Determine an initial credit card spend limit for each Card per month. It is recommended that the lowest limits practical be set to minimize risk
- Step 7** After the completed applications are received by the pCard Program Administrator, the cards will be ordered and training will be provided for new Cardholders, Reconcilers/Reviewers and Approvers prior to the distribution of cards.

Section IV - Card Management

Individual or Department Cardholder Application

The Cardholder must complete and sign the Individual or Department pCard Application and the Cardholder Agreement Form (all forms are available on the intranet or from your department liaison). By signing the Cardholder Agreement, the Cardholder agrees to comply with the following terms and conditions:

- Adheres to the City of Tucson's Procurement policies and procedures
- Adheres to the Departments policies and procedures
- Notify the proper authorities if the card is lost or stolen
- Safeguard the card at all times
- Does not use the card for personal purchases. **Such use is considered a misuse of the card and employee may be subject to disciplinary action up to and including termination of employment**

Individual pCards **may not be delegated, assigned, or used by others**. All pCards are the property of The City of Tucson and Bank of America Merrill Lynch.

Default Account Number

During the pCard application process, each pCard is assigned a default account number. The account codes may be changed to any account within the department or split to divide expenses between two or more account numbers. Object codes may also be changed.

If the default account code needs to be changed, send an email to pcard-support@tucsonaz.gov. If the codes are already in Advantage, the change can be made immediately. All transactions that post to Advantage after the change will have the new default account string.

It is the Department's responsibility to ensure that transactions are reconciled in a timely manner with the correct account string information. If a transaction is reconciled and approved with the wrong account string, it shall be the Department's responsibility to process a Journal Voucher Entry to make corrections.

Spending Limits

The Procurement Department and the customer department determine the pCard spending limits. Keep in mind that the City of Tucson cycle ends on the last working day of each month and the monthly limits refresh on the first day of each month.

It is recommended that the lowest limit practical be set to minimize risk. Should a Cardholder wish to increase or decrease any of these limits after they have been set, they should confer with their supervisor and the Department pCard Liaison. The Liaison will send an email to the Program Administration team to effect approved changes. Limits can be altered permanently or temporarily.

Transactions greater than the established amount are blocked on the pCard and will be denied at the point of sale.

Pcard Administration will review the spending limits on an annual basis. Cards not meeting their limits will have their limits reduced to reflect their actual spending pattern. ***For example:** A card has a spending limit of \$100,000 per month. The actual spend per month is only \$40,000. That card will have its limit decreased to \$40,000 to reflect actual spending patterns.*

pCard Security

Cards must be diligently safeguarded. Each Cardholder must know where his/her card is at all times.

In case of loss or theft of the card or misappropriation of the card account number, fraudulent charges are forgiven by the bank ONLY if they are notified by the end of the month following the month in which the fraudulent charges occur (this is called the notification period). **The Cardholder must notify pCard Support immediately.** pCard support will notify the bank about the fraudulent charges or loss of the card. A new card number will be issued to the cardholder. All other attributes of the card remain the same.

If the bank is not contacted within the notification period, fraudulent charges could become the liability of the Cardholder's department, or if denied by the department, the liability of the Cardholder.

Through prompt reconciliation, reconcilers may be the first to become aware of fraudulent charges, and should see that pCard Support is notified immediately.

If your card is lost/stolen during off hours, the weekend, or a holiday, please contact Bank of America Card Holder support at 888-449-2273 (within the U.S.) They can assist you with closing the card. Please notify pCard Support as soon as possible, so we can facilitate the issuance of a new card.

Cardholders: "SAFEGUARD YOUR pCARD!!!!!!!!!"

If a Cardholder finds their card use to be extremely infrequent, they should turn in their card for cancellation or storage in a secure central location within the department in order to prevent loss of the card or they reduce their spending limit to zero until needed.

Activate the pCard and Choose a PIN

The Cardholder must call 888-233-8855 to activate the card. This automated line will prompt the Cardholder for several pieces of information. In addition to the card number you will need:

- Verification/Activation ID
 - Dept card = 3 digit dept number + 001399
 - Individual card = 3 digit dept number + 6 digit employee ID number
- Phone number associated with the card
 - 520-837-4131
- Address
 - Main address for your department
 - Appears on the documentation that comes with your pCard

Cards not activated within 60 days from issuance will be canceled. **All cardholders must attend Cardholder training before they receive their card(s).**

Card Renewal

Cards will be automatically renewed 30 days prior to the expiration date. Replacement cards will be sent directly to the pCard Program Administrator. The pCard Administrator will then forward the card(s) to the Department Liaison. Liaisons must email the pCard Program Administration team to confirm receipt. **All cardholder must attend a refresher Cardholder training before they receive their card(s).**

Canceling a Card

Upon termination of employment or transfer to another department, the Cardholder must return his or her pCard to the Department Liaison. The Liaison must then email the pCard Administration team requesting cancellation of the card. The Liaison should shred and dispose of the card. The pCard Administrator may require that a Cardholder turn in the pCard in case of misuse, abuse and/or fraud. Department Directors may require Cardholders to turn in cards for cancellation based on criteria they determine for his or her respective department(s).

Transferring a Card

Only Department Cards can be transferred to a different cardholder. Individual cards can only be held by the cardholder whose name appears on the card. To transfer a department card to a new cardholder, the department liaison will have the new cardholder fill out the Cardholder Agreement Form and forward to pCard-support. Cardholder training will be completed before the new cardholder receives the card.

Section V - Purchases

Transaction Flow

1. Cardholder places an order / point of sale purchase
2. Cardholder obtains proof of purchase documentation for reconciliation
3. Reconciler reconciles the transaction in Advantage
4. Approver reviews the information in Advantage and approves the transaction
5. Transaction posts to the department's budget immediately

All transactions **must be reconciled and approved by the 3rd business day of the month** following the month in which the transaction posted to the bank. Failure to do so means the transaction may post to the incorrect month or fiscal year.

Procurement and Purchasing Thresholds

The City's Director of Procurement, as identified in the City Charter, has the sole responsibility for the purchasing and contracting function for the City. All purchases for goods, services, construction and professional services must be done in accordance with the Tucson Procurement Code. The Tucson Procurement Code is an ordinance (law) adopted by Mayor and Council which outlines the rules that regulate how purchases are made by the City.

The City of Tucson Business Services Department (BSD), Shared Services - Procurement is dedicated to the principles of competition and fairness. It operates under the auspices of federal, state, and local law and regulation. In addition, they assure that all public procurement practices are within the framework of the highest ethical standards and the Shared Services - Procurement personnel are strictly prohibited from taking any actions which do not reflect the ideals of honor and integrity in the expenditure of public funds.

Purchasing Thresholds: These are the amounts, set by local Ordinance that establishes the dollar amount required for competitive procurement actions.

\$0 - \$10,000

For very small dollar purchases (\$10,000 or less), Procurement is not required to obtain competition. One price quote from a responsive bidder fulfills our requirement.

For goods and services that fall in this range, it is MANDATORY that you use your pCard to acquire the item. If a vendor will not accept the pCard, an OPIS requisitions must be submitted.

Purchases between \$10,000 - \$100,000

For these purchases, an OPIS requisition is required to be submitted to the Shared Services – Procurement division of BSD and the following formal competitive process is required.

- Requires an informal competitive process with a minimum three (3) quotes. To do this, a Request for Quotes (RFQ's) is issued. "Informal," means pricing and purchasing terms (delivery, payment terms, etc.) can be requested via fax, email, phone, in person, etc.
- A Purchase order is issued by the Shared Services – Procurement contract officer based upon the submitted written quote.
 - A pCard purchase over \$10,000 may be authorized by the **pre-approval** from the Shared Services – Procurement contract officer. You can find the current list of contracting staff responsibilities at https://tucsonprocurement.com/home_staff.aspx
- The customer department may pay the invoice with their pCard. If an invoice is paid by pCard, the customer department must notify Accounts Payable that the invoice was paid with pCard so Accounts Payable can close out the purchase order in Advantage. The department can notify Accounts Payable by completing the form at the following link https://intranet.tucsonaz.gov/files/finance/Pcard_pmt_for_PO_invoice.pdf and emailing it to AccountPayable-Finance@tucsonaz.gov.

Purchases over \$100,000 (Formal Solicitation Threshold)

- Purchase over the formal solicitation threshold must be made from an existing contract or a new contract must be established.
- Any annual cumulative purchase that exceeds \$100,000 also requires a formal competitive solicitation process
- Formal solicitation processes include Invitation for Bid, Request for Proposal or Request for Qualifications..

Placing Orders by Phone/Online

The pCard may be used to place orders over the phone or online. Cardholders must provide the vendors with the following information: the pCard number and expiration date, quantity and description of goods to be ordered and detailed instructions on delivery. In addition, the Cardholder must request that an itemized proof of purchase documentation such as: order form, itemized invoices, in-store receipts, email acknowledgement and, packing slips as applicable, complete with sales tax information be sent with the shipment.

All documentation including but not limited to order forms, itemized invoices, in-store receipts, web receipt or email acknowledgement, packing slips and other applicable supporting documentation must be maintained by the department for a period of ten years (**Advantage meets**

the retention requirements). Please refer to pCard policies and procedures from your own department for specific instructions. **Federal, State, or Local funding sources may require different retention requirements.**

Adequate back up documentation should contain basic information about the transaction. These are:

- Vendor name and address
- Transaction date
- Itemized description
- Total amount

Packing slips may be included as supporting documentation. **Quotes, estimates, and proposals are not considered acceptable documentation as they only indicate a desire to purchase.**

Paying Invoice with pCard

The pCard can be used for payment of an invoice in any dollar amount whenever the merchant accepts MasterCard credit card for payment. Regardless of the dollar amount, all purchases must be made in accordance with all applicable City, Procurement and Department rules and regulations.

All transactions **must** reference business purpose and a travel order or purchase order number, must be entered in the designated stamp fields, as applicable.

If an invoice is paid by pCard, the customer department must notify Accounts Payable that the invoice was paid with pCard so Accounts Payable can close out the purchase order, Direct Release in Advantage. The department can notify Accounts Payable by completing the form at the following link https://intranet.tucsonaz.gov/files/finance/Pcard_pmt_for_PO_invoice.pdf and emailing it to AccountPayable-Finance@tucsonaz.gov.

When in doubt, consult with your Department's Shared Services – Finance team.

When making a purchase for another department, or splitting the cost, please get a valid accounting string (funding source) from the receiving department **prior to making the purchase.**

Proof of Purchase

The Cardholder is responsible for requesting from the vendor an itemized order form, itemized invoice, in-store receipt, web receipt or email acknowledgement, and packing slips as applicable. Proof of purchase must include any tax paid, shipping and handling, or fees paid if applicable. **This applies to phone and online orders.**

If the cardholder loses or does not obtain an itemized listing of the purchase, they must contact the vendor to get a duplicate receipt or invoice. If the cardholder is unable to obtain a duplicate receipt or invoice, they must write a memo to their director (and copy pCard Administration) explaining the reason for no receipt/invoice. The memo must detail:

- What was purchased
- When it was purchased
- Business purpose
- Merchant information to include name and state
- Amount

Using a Contract or Purchase Order

Contract information is available from www.tucsonprocurement.com. Click on the Contracts line on the left side of the page. A search window is available to assist you in locating a contract.

When purchasing from a contract, it is your responsibility to verify you receive contract pricing for the contracted items/services you purchase. The contract officer can assist with any questions.

The screenshot displays the City of Tucson Department of Procurement website. On the left is a vertical navigation menu with the following items: What's New, Procurement Code, Staff Assignments, **Contracts** (highlighted with a red circle), Focus Group Meetings, Bid Opportunities, Bids in Evaluation, Recent Awards, Qualified Products List, Operational Policies, OPIS, Terms & Conditions, and SAMM. The main header area includes the City of Tucson logo and the text "Department of Procurement". Below this is a horizontal navigation bar with links: Home, Vendors, Co-op, Auction, **Departments** (highlighted), and Admin. The central content area is titled "Contract Search" and contains the following text: "Please enter one or more of the search parameters to the right. Then click **Search** to continue." Below this is a note: "Note: Click on a contract title for details for that contract, or click on the vendor name for contact information for that vendor." To the right of the text is a search form with the following fields: "Enter search parameters.", "Contract Number:" with a text input field, "Contract Title:" with a text input field, "Vendor:" with a text input field, "Department:" with a dropdown menu showing "-- Select a Department --", and "Keywords:" with a text input field. A "Search" button is located at the bottom of the form. At the bottom of the page, there is a footer with links: E-Services | Business | Jobs | Visitors | Mayor & Council | InfoGuide to City Services | Search | Site Map | Departments | Español | Contact Us | City Calendar | Tucson 12 | Privacy & Policies, and the copyright notice "© 2019 City of Tucson".

Contracts can be viewed online or downloaded. The contract page contains the name of vendor, the contract officer, the purchase order and the contract itself. As an example, below is the contract page for Office Depot.

Office Supplies - Office Depot
Contract Number: 171734
Department: Procurement
Contract Officer: Tracy Gordon

Solicitation

[Contract Summary Document](#)

Awards:

01 [OFFICE DEPOT](#)
Effective Date: 4/18/2017
PO Number: 40220
pCard: yes
Payment Terms:
[Contract](#)
[Price](#)

Purchase orders can be located in [BuySpeed](#). Purchase orders can be blankets, direct releases, or specifics. If paying a direct release or specific please notify AccountsPayable-Finance@tucsonaz.gov. Provide the following:

- Specific purchase order or direct release number
- Vendor name
- Payment amount
- Invoice number
- Name on pCard
- Advantage Doc ID number
- Should PO be closed
- Request submitted by (name and employee ID)

Not all purchase orders can be used city wide. Please make sure your department is authorized to use the purchase order prior to buying your item or service. Contact the contract officer for assistance.

Section VI – Travel

The City of Tucson pCard is required to pay for all official business travel including:

- Transportation costs (airfare, rental car, taxi, Uber, Lyft, pre-paid shuttles)
- Registration fees (unless the vendor does not accept pCard)
- Hotel
- Baggage Fee (one bag each way)
 - Additional bags require prior authorization from your director. Please provide that authorization to reconciler along with the baggage receipt
- Parking (based on the current TIA economy covered long term parking rates)
 - <https://www.flytucson.com/transportation/parking/>

A flat rate per-diem will be paid for meal and incidental expenses for travel. Per-diem payments are determined by the current published [GSA](#) rates for the destination. If per-diem is not taken, then the pCard may be used for meals. Receipts must be kept for all food purchases and turned in. Food purchases must be within the GSA rates for the destination. Any overages will be reimbursed to the City of Tucson by the traveler.

Tips are included in the per-diem rate as incidentals and cannot be paid on the pCard.

Any non-authorized charges will be reimbursed to the City of Tucson by the traveler.

Note: Any travel **outside of the country** requires notification to pCard-Support and Risk Management prior to travel taking place.

The city has a contract with Uniglobe Travel Designers for travel management services. All travelers should establish a profile using [Concur](#) (online booking tool). The majority of your travel reservations/payments can be done on Concur.

For more information on Travel, please refer to the A.D. 3.03-1.

Section VII – Contacts

During normal business hours:

Jenise Martin (520) 837-4153
Jennifer Sanker (520) 837-4131
pcard-support@tucsonaz.gov

After business hours:

Global Card Services (Lost/Stolen) (888) 449-2273.

GSA Rates - <https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup>

Concur - <https://www.concursolutions.com/nui/signin>

Procurement - https://www.tucsonprocurement.com/Internal_Page.aspx

OPIS(BuySpeed) - <https://www.tucsonaz.gov/bsol/>

City Administrative Directives - <https://www.tucsonaz.gov/hr/administrative-directives>

**Authorized Signature List Form –
https://intranet.tucsonaz.gov/files/finance/AuthorizedSignatureForm_rev2015.pdf**

City Tube On Demand Training - <https://intranet.tucsonaz.gov/finance/citytube-demand-training>

Travel Policy - https://intranet.tucsonaz.gov/files/finance/training/3.03-1_Travel_AD_01-01-2018_Bus_Svcs_Procedures_Final_Ver_Signed.pdf