

City of Richmond
Department of Procurement Services
Policy 15 – Procurement Card Program (P-Card)



TABLE OF CONTENTS

1.	Introduction.....	5
2.	Background	5
3.	Benefits	6
4.	Definitions.....	6
5.	Program Participants and Responsibilities.....	7
5.1.1.	Training.....	7
5.1.2.	Cardholder Rules and Responsibilities.	7
5.1.3.	Department Site Administrator	8
5.1.4.	Approver	9
5.1.5.	Program Administrator	9
6.	P-Card Configuration and Controls.....	9
6.1.1.	Physical Card Characteristics	10
6.1.2.	Credit Limits	10
6.1.3.	Merchant Category Codes.....	10
6.1.4.	Audits.....	11
6.1.5.	Management Information Reports.....	11
6.1.6.	Bill Statement Policy.....	11
7.1.1.	P-Card Use Guidelines.....	12
7.1.2.	Single Transaction Limit.....	12
7.1.3.	Temporary/Permanent Credit Limit Increase.....	12
7.1.4.	Credit Limit.....	12
7.1.5.	Spending Restrictions	12

7.1.6. Repayment/Settlement for Reimbursement.....	12
7.1.7. Non- Allowable Items.....	13
7.1.8. Allowable Items.....	13
7.1.9. Bereavement Flowers.....	13
7.1.10. Meals.....	14
7.1.11. Gratuity.....	14
7.1.12. Travel Specific Purchases.....	14
7.1.13. Split Transactions.....	14
7.1.14. Rebates	16
7.1.15. Disputed Charges.....	16
7.1.16. Lost/Stolen Cards.....	16
7.1.17. Third Party Payment Processors.....	17
7.1.18. Sales Tax (Virginia and localities).....	17
8. Utilizing Your P-Card.....	17
8.1.1 Obtaining a P-Card.....	17
8.1.2 Transaction Documentation Requirements.....	18
8.1.3 Receipt and Return of Goods.....	20
8.1.4 Lost Receipts.....	21
8.1.5 Card Declines.....	21
8.1.6 Emergency Transactions.....	21
9. Improper/Unauthorized P-Card Use.....	21
9.1.1 Program Infractions.....	21
9.1.2 Cardholder Infraction Types.....	23
9.1.3 Card Suspension.....	24

9.1.4	Cardholder Reinstatement/Appeals Process.....	24
9.1.5	Missing Receipt/Incomplete Reconciliation.....	25
9.1.6	Non Signoff/Approval of Transactions.....	25
10.	P-Card Maintenance.....	25
10.1.1	Employment Change.....	25
10.1.2	Transferred Employees.....	25
10.1.3	Terminated Employees.....	25

INTRODUCTION

Welcome to the City of Richmond (COR) Procurement Card (P-Card) Program. Mayor Levar Stoney commissioned a study in 2017 by the Performance Management Group (Virginia Commonwealth University L. Douglas Wilder School of Government and Public Affairs) and among the highest recommendations was the implementation of a P-Card program.

The COR P-Card is a VISA® corporate card issued through Bank of America (BOA) and administered by COR Department of Procurement Services (DPS). The program has been designed to maintain accountability while reducing processing times and the administrative burden of procurement processes including purchase requisitions/orders through Marketplace and petty cash. P-Cards also offer the COR the ability to detect questionable or fraudulent purchase transactions while protecting the City's assets from waste, fraud and abuse. The program affords the City opportunities to perform data analyses on agency spending patterns, the results of which could result in leveraging economies of scale and achieving cost savings.

Having a COR P-Card does not affect an individual cardholder's personal credit. The COR is liable for P-Card charges made by COR cardholders. However, the COR is not liable for the following:

- ❑ Charges made for non-related COR purchases; specifically, any personal use of the P-card is strictly prohibited
- ❑ Charges made by a terminated employee once notice of termination is provided to DPS and then BOA
- ❑ Charges made resulting from theft or other fraudulent use by third parties not employed by the COR

BACKGROUND

Through the utilization of a cooperative agreement between the Commonwealth of Virginia and Bank of America, the City of Richmond "piggybacked" on this agreement and as a result the P-Card program to city departments and agencies. The P-Card program provide the COR with an opportunity to decrease the volume of non-value added administrative procurement processes and to reduce overall payment processing costs.

The P-Card program is not intended to circumvent the existing COR Procurement Guidelines and procedures that regulate the purchasing of materials, supplies and services. Cardholders are required to adhere to all COR procurement laws, policies and regulations when using a P-Card to make authorized purchases.

In accordance with Administrative Regulation 1.1, *Code of Ethics*, COR employees are expected to operate with the highest degree of integrity and conduct themselves ethically at all times. Cardholders of this program are expected to be good stewards of taxpayers' money and make only appropriate and authorized purchases with their assigned P-Cards.

This manual outlines the benefits of the P-Card program and describes configurations and controls for the P-Card program as well as the responsibilities of cardholders, approvers and departments and reiterates the rules of the program.

BENEFITS

- Streamlines the procurement process by reducing the need for purchase orders and petty cash (less than \$5,000). Encourages purchases from small, local and minority enterprises, specifically in compliance with City Code requirements found in Article VII of Chapter 21, Public Procurement.
- Reduces overhead expenses related to accounts payable, accounting, and banking payment processes
- Improves payment turn-around time to suppliers
- Reduces credit and payment risks encountered with *credit* card programs
- Offers an opportunity to strengthen customer relations

Use of the P-Card program is a best practice essential to the city-wide effort to reduce the costs associated with paying for goods and services for the city.

DEFINITIONS

Approver – Department/Agency Head or designated employee who ensures their department's P-Card transactions follow department and COR policies and procedures. The Approver will be responsible for the review and approval/rejection of transactions in the BOA Works® system.

Billing Cycle- The monthly period used by BOA to report and bill P-Card activity. The COR's current billing cycle includes purchases transactions beginning on the 26th day of the month and ends with purchases made through the 25th of the following month.

Cardholder – A permanent employee authorized in writing by the department/agency head or designee to receive and use a P-Card for making business purchases for that department/agency.

Card Verification Code/Number (CVC or CVN) - The three digit number imprinted on the back of the VISA® card that protects the cardholder and COR from fraudulent use of the card. This CVC/CVN is used as part of the authentication and/or authorization process during internet transactions with the card issuer and vendor/merchant.

Daily Credit Limit – Total amount that can be charged by a cardholder within a single day. This is different from the Monthly Credit Limit.

Merchant – For the purpose of this policy Merchant shall mean any company, vendor or entity that accepts VISA® as a payment source to purchase goods, materials or services.

Merchant Category Code (MCC) - The four-digit number assigned to a business by credit card companies when the business first begins accepting a credit/debit card as a form of payment. The MCC is used to classify the business by the type of goods/services it provides.

Monthly Credit Limit – The total available credit for each billing cycle. The credit amount is restored with each new billing cycle provided all outstanding transactions have been signed off by the Approver.

Proxy/Reconciler (Optional) - One or more employees in each department who are responsible for reviewing the transactions of individual cardholders to make sure they are legitimate business-related expenses within the approved P-Card policies and procedures. Proxies will be required to: classify all transactions to the appropriate financial category in Work®; indicate the business purpose of purchase; ensure completeness of general ledger account coding; attach receipts; and sign off in the Works® system. If no proxy/reconciler is identified for the department/agency, these tasks may be performed by the cardholder.

Program Administrator – DPS has two designated individuals who coordinate and manage the P-Card program for the COR. Program Administrators are empowered to immediately address any irregularity or questionable transaction made by any cardholder, irrespective of job classification or position.

Program Sponsor- City of Richmond, Finance and Administration Portfolio, Department of Procurement Services.

Single Transaction Dollar Limits - P-Cards each have a single transaction dollar limit. This is the amount available to the cardholder on the P-Card for a single purchase.

Works® Card WORKS Management System- The BOA system that provides an electronic solution for the management of accounts, cards and transactions for all P-Card program users.

PROGRAM PARTICIPANTS AND RESPONSIBILITIES

5.1 .1 TRAINING

Approvers, cardholders and proxy(ies, if any), are all required to attend the P-Card Training provided by Program Administrators. Training sessions are approximately 1-2 hours. Once the training has been completed, card applications are forwarded to P-Card Administrator(s) for processing. Cardholders will be contacted by Program Administrators by e-mail regarding upcoming training sessions. Prior to the issuance of a P-Card, each prospective cardholder must attend P-Card orientation and training on the following topics:

- Overview of the program
- Ethical and good stewardship conduct expectations
- Definition of a split purchase
- Transaction processing requirements
- Transaction spending limits
- Merchant Category Codes (MCC)
- Employment consequences related to misuse of P-Cards

Each P-Card program participant will be required to attend and pass a proficiency test before receiving a P-Card. The Program Administrators will retain related documents in accordance with retention requirements, including signed contracts, completed tests and training sign-in sheets.

Each P-Card program participant will be required to sign a contract acknowledging acceptance of the P-Card program policies and procedures and the responsibilities associated with holding and managing a COR P-Card.

All program participants are required to complete periodic re-training, as deemed necessary by the P-Card Administrator(s).

5.1.2 CARDHOLDERS' RULES AND RESPONSIBILITIES (summary):

- Understand the processes, procurement policies, and procedures outlined in this policy; ask questions whenever there is uncertainty.
- Adherence to all policies and procedures relating to the P-Card program and COR Procurement Guidelines
- Include a competitive process to ensure COR taxpayers receive the best value for the items or services purchased
- Never use the P-Card for personal purchases under any circumstance

- ❑ Never make non-allowable or unauthorized purchases (see Table 1, Page 9)
- ❑ Attend P-Card training for initial distribution, mandatory re-training and annual training sessions; pass an exam in order to ensure appropriate P-Card usage
- ❑ Ensure all transactions are signed off (approved in Works®) before the end of the billing cycle
- ❑ Maintain and submit itemized receipts within Works®
- ❑ Sign off on all posted transactions at the cardholder level via Works® unless assigned to a proxy
- ❑ Ensure all transactions are not charged Virginia sales and use tax because COR purchases are exempt from taxation
- ❑ Cardholder is not permitted to share his/her P-Card with anyone including other COR employees, except as authorized in writing by Department/Agency Head
- ❑ Report any accidental or inadvertent misuse as well as fraudulent use to the P- Card Administrator immediately irrespective of any anticipated consequences
- ❑ Promptly investigating any erroneous charges and initiating the dispute resolution process by forwarding all information and proper documentation to the P-Card Administrator within 45 days of transaction
- ❑ Safekeeping of their P-Card. Card must be safely secured when not in use.
- ❑ Never “split” purchases in order to circumvent the P-Card transaction limit or requirements to seek competition (Refer to Page 11 for split purchase definition)
- ❑ Never accept store credit for returned items. If you need to return merchandise, request vendor to credit the return to the P-Card.
- ❑ Notify P-Card Administrator immediately when leaving or terminating employment with COR

DEPARTMENT SITE ADMINISTRATOR (PROXY) ROLES AND RESPONSIBILITIES:

A proxy and cardholder may be the same individual. The decision as to who shall serve in this role is up to each specific Department or Agency head. Responsibilities for cardholders and proxies are similar:

- ❑ Proxy is responsible for understanding all processes outlined and adhering to policies and procedures relating to the P-Card program and COR Procurement Guidelines
- ❑ Proxy is required to attend P-Card training
- ❑ Assists cardholders in Works® as needed
- ❑ Verify all transactions are assigned to proper GL (general ledger) cost centers and valid account codes. All transactions will default to “Unclassified default GL” if not coded in the online banking system before the required sign-off date.
- ❑ Ensure all transactions are signed off before the end of billing cycle
- ❑ Proxy is required to maintain and submit itemized receipts within Works®
- ❑ Proxy must ensure all transactions are exempt from Virginia sales and use tax
- ❑ Proxy must report any accidental or inadvertent misuse as well as fraudulent use to P-Card Administrator immediately
- ❑ Proxy is responsible for promptly investigating any erroneous charges and implementing the dispute resolution process by forwarding all information and proper documentation to the P-Card Administrator
- ❑ Report any “split” purchases to the P-Card Administrator immediately
- ❑ Ensures descriptions of business purposes are clear and documented on each transaction in Works®
- ❑ Assist in resolving discrepancies with receipts, invoices and shipping
- ❑ Maintains receipts for a minimum period of seven (7) years

- Notify Program Administrator immediately, but not more than one (1) business day later, when a Cardholder leaves the COR or transfers to another department

APPROVER

Employee designated by the department or agency head to oversee cardholder's transactions. Approver will be responsible for reviewing and ensuring all transactions are legitimate business-related expenses. The approver is the second line of defense against fraud and misuse.

- Approver is responsible for understanding the processes outlined along with adhering to policies and procedures relating to the P-Card program and COR Procurement Guidelines
- Approver is required to attend P-Card training once per Fiscal Year
- Approver is responsible for reviewing and approving cardholder transactions in Works®
- Approver is responsible for reviewing every transaction for indications of split, duplicate or other questionable transactions
- In the event of employee termination (voluntary or involuntary) or department transfer, the Approver is responsible for recovering the P-Card from the exiting employee and advising P-Card Administrators immediately
- Approves all transactions within 3 days of posting in the Works application.

PROGRAM ADMINISTRATOR

The Program Administrator role is held by Department Procurement Services staff members who coordinate and manage the P-Card program for the COR.

- Program Administrators set P-Card policy. P-Card policy will always be consistent with and not detract from current procurement policies and overall City policies as stipulated in the Administrative Directives (AD)
- Program Administrators promote the P-Card program throughout the COR to expand card usage a preferred payment method for the city's non-biddable, small purchases, due to the efficiencies the P-Card program offers
- Program Administrators are responsible for approving requests for P-Card submitted by Department Site Administrators
- Program Administrators must notify Department Site Administrators in the event of noncompliance and work with them to resolve any issues
- Program Administrators receive requests for changes to cardholder status, new cardholders, issuance of new or replacement cards and any necessary administrative action(s) unavailable for cardholders to perform on their own between the COR and Bank of America
- Program Administrators shall receive and safeguard all credit cards from Bank of America until released to the cardholder. Before releasing a new card to a cardholder the Program Administrators must verify receipt of a signed Cardholder Agreement
- Program Administrators will provide training to all cardholders, approvers and proxies
- Program Administrators will publish and distribute program changes
- Program Administrators are expected to respond to any questions regarding P-Card program

P-CARD CONFIGURATIONS AND CONTROLS

6.0 Policies – Account Names on cards, Credit Limits, Sales Tax Exemption (with exceptions), Merchant Category Code designations, Audit

PHYSICAL CARD CHARACTERISTICS

- P-Cards will have an image of the City of Richmond on the front.
- P-Cards will have the Sales Tax Exemption number printed on the front.
- The first line will be the individual's full name to identify the account holder of the card. Nicknames or abbreviations (e.g. Bob for Robert) should not be used.

CREDIT LIMITS

Bank of America provides 4 types of credit limits to assist Program Administrators in managing the P-Card program

1. Monthly Dollar Limit – this is the total credit amount available for a given month. This amount is reset at each billing cycle, regardless of whether all charges have been reconciled and processed through COR internal processes.
2. Daily Dollar Limit – this is total amount of charges that can be authorized in a single 24 hour span.
3. Single Transaction Dollar Limit – the total allowed amount for any single transaction.
4. Discretionary Funds Restoral – this is different from a credit limit as it allows Program Administrators/Department Heads to set a dollar limit on the amount of unprocessed transactions that can be outstanding.

Specific dollar limits are determined by the Cardholder's manager on their initial P-Card application and then set at the discretion of the COR DPS. In most cases the single transaction limit is \$ 5,000.00 but can be less. The monthly limit in most cases is \$10,000.00. Department requestors of P-Cards will be advised of the tiers of credit limits available from which to select.

Credit limits are established within the Spend Profiles which are set by P-Card Administrators, based on each department's spend history.

MERCHANT CATEGORY CODES

Merchant Category Codes or the MCC, is four-digit number assigned to a business by the credit card company when the business first starts accepting a credit/debit card as a form of payment. The MCC is used to classify the business by the type of goods/services it provides and in many cases can identify a specific supplier. In the case of large volume credit card transactions, companies such as airlines or hotels, an MCC code will represent a single company (e.g. 3000 is the code for United Airlines, 3001 for American Airlines). The codes are not a strict identifier of the goods/services that a merchant provides, but can be the primary identifier of that merchant.

This explanation is provided as the P-Card programs utilizes MCCs to restrict cardholders' ability to make certain types of purchases, such as alcohol, gambling and money transfers. This is not a guaranteed method of transaction control and should not be relied on to completely prevent unauthorized charges.

There are currently 2 MCC rules list that may be applied to a Spend Profile. Changes to MCC restrictions within these lists/or additions of other MCC codes that need to be added for restriction must be done by Bank of America through the Program Administrators.

AUDITS

Program Administrators will regularly be reviewing transactions and spend patterns as part of a review and audit process for the P-Card program. Each month an audit report will be prepared covering the previous month with a review of items such as:

- Possible split transactions
- Unusual time of day usage or pattern of transactions
- Potential “cash back” transactions
- Unreconciled transactions
- Credit utilization analysis

And other areas of review as deemed necessary. Departments will also be audited for sales tax application to transactions.

Responses to all audit requests for information are expected by the due date specified... Agencies that do not respond to audit inquiries will be forwarded to Director of Procurement Services. The Director will contact the agency head and Fiscal Officers advising them of possible P-Card suspension.

Weekly Audits – declines, possible splits, unreconciled transactions older than 15 days, potential cash back transactions

Monthly Audits– management report to DPS Director, summary of results from weekly audits

MANAGEMENT INFORMATION REPORTS

The Bank of America WORKS® application provides numerous report options under the categories of Organization, Account, Audit and Spend. Many of these reports will be available to department users. Training on using the reporting functions will be provided during initial card training. For general card maintenance and program management the following reports can be utilized.

Weekly Spend Report – this will show all transactions ready for batching (i.e. general ledger account codes have been entered), receipts attached as required and signed off at the department level.

Daily Declines Report – this will show all declined transactions over the previous 24 hours.

Spend Analysis Report – this report provides information at the account level of the percentage of credit line used for a given period. This is useful in determining the appropriateness of individual credit limits.

BILL STATEMENT POLICY

Bill payments will be made on a not less than weekly basis throughout a billing cycle as transactions are coded and approved. Final statement payment for any given bill cycle will be made no later than 10 business days after cycle closing.

P-CARD USE GUIDELINES

USE OF P-CARD FOR PERSONAL PURCHASES

Under no circumstances should a cardholder use the P-Card for personal purchases. Personal purchases are defined as the purchase of goods or services intended for non-work related use or for use other than official City business. Cardholders that unintentionally violate this rule shall notify the P-Card Team and reimburse the City immediately.

SINGLE TRANSACTION LIMIT

The single transaction limit allows DPS to designate the maximum dollar amount allowed for cardholders to spend on each purchase/transaction (maximum of \$5,000). At the point-of-sale, BOA's system verifies the purchase amount falls within the approved transaction limit. If the amount requested for authorization exceeds the limit set by the Program Administrator, the authorization will be denied. If a cardholder authorizes a charge in excess of the single transaction limit, whether it be splitting the invoice, encouraging the vendor to circumvent the BOA denial or any other means, the card could be subject to revocation and the cardholder may be subject to disciplinary action.

TEMPORARY/PERMANENT CREDIT LIMIT INCREASE

A temporary or permanent increase in credit limit is allowable for special circumstances by P-Card Administrator(s) providing the request is received in advance of the purchase. The cardholder making the request should submit the following information to the P-Card Team:

- Verification of Supervisor's Approval
- Last 4 digits of card that will be used
- Requested limit amount and timeframe
- The reason for the limit increase and if it is a temporary or permanent increase
- Complete accounting string has been validated by Approver for funds availability

CREDIT LIMIT

The credit limit is the total amount a cardholder can spend during the monthly billing cycle. This is typically referred to as the cycle or credit limit. A running balance is maintained in BOA's database that increases with each authorized charge until the cardholder reaches the assigned cycle limit. If the limit is reached before the end of the billing cycle, new attempts for authorization are denied.

SPENDING RESTRICTIONS

Merchant Category Codes (MCC) are assigned by Visa to identify the type of goods and services a business provides. The COR has blocked access to certain merchant category codes which might generally be considered inappropriate purchases. The COR P-Card is intended for operating supplies and other small dollar purchases during the course of business.

If a cardholder attempts to place an order with one of the blocked merchant categories, the transaction will be declined. Under certain circumstances, restrictions may be waived by the P-Card Administrator(s).

Tables 1 and 2 serves as a guide for allowable and unallowable purchases. If a cardholder is in doubt about whether an item is allowable, the cardholder should contact the Program Administrator for clarification.

Repayment/Settlement for reimbursing the City Of Richmond

When an employee exceeds IRS per diem rates while traveling or inadvertently place personal charges on the P-card. Cardholders should contact Program Administrator immediately informing them of the charges. The Cardholder will be held personally responsible for repaying the City within 2 (two) business days of the charge. Repayment receipts must be attached to corresponding transaction(s) in Works®.

NON-ALLOWABLE
(Table 1)

Personal Entertainment (Movie theater, Bowling, Golf)	Money Wiring (Western Union, MoneyGram, etc.)
Billiards & Pool Establishments	Holiday Cards
Cash	iTunes/Apples Apps
Gas for personal vehicles	Jewelry & repair shops
Controlled Substances	Massage Parlors
Decorations/Decorative items (Personal)	Pawn Shop
Drinking Places-Bars, Taverns, Night Clubs, Brewery and ABC Stores	Tobacco Products
Duty Free Stores	Payment to City of Richmond agencies (should be done via internal transfer)
COR expenses (parking, utilities, etc.).	Travel related insurance as outlined in the Travel policy
Gift cards	Gas for personal vehicles

ALLOWABLE
(Table 2)

Advertising	Subscriptions (journals, magazines)
Books, periodicals related to position	Tools
Batteries/Electrical supplies	Services
Courier Service/Delivery Service	Bereavement Flowers (see guidelines below)
First Aid Supplies	Computer accessories (mouse, keyboard and cables)
Food (if directly related to normal business and pre-authorized by Cardholder's Approver)	Computers require DIT approval
Maintenance supplies, materials	
Minor equipment	
Office Supplies	
Parts/Components	

BEREAVEMENT FLOWERS

In the case of a death, each Department/Agency has the discretion of sending condolences through a floral arrangement. However, arrangements are restricted to immediate family members only. Immediate family members include: parents, children or spouse. The cost of arrangement should not exceed one hundred and fifty dollar \$150 including delivery charge.

MEALS

Meals are permitted on the P-Card. Each meal must be pre-approved by the Cardholder's approver and be accompanied by the City of Richmond P-Card Meal Documentation Form. All meals must be at or below the area per diem rate as provided by the IRS and all attendees must be included.

Meals are excludable from wages of the employee if they are provided:

- on the employer's business premises; and
- for the employer's convenience

De Minimis Meals are defined as:

- Infrequent meals of minimal value may be excludable as a de minimis fringe benefit, regardless of the tests above.

Meals Away From Tax Home But Not Overnight

- Generally, these meals are taxable as wages to the employee because travel must be away from home overnight to be excludable.
 - Example: An employee is required to travel out of town to work for the day. The employer agrees to pay for the employee's meals while away. The employee leaves home at 7:00 a.m. and returns home at 9:00 p.m. Before the employee returns in the evening, the employee takes a nap in his car for an hour. Although the employee is away from his tax home for substantially longer than a normal work day and even stops for rest, the rest is not considered to be substantial. The employee is not considered to be away from home overnight. Any meal money that the employee receives is taxable as wages.

Substantiating Employee Meal Expense Reimbursements

Meal expense reimbursements or allowances must meet the accountable plan rules in order to be excludable from wages. There must be a business connection, documentation of expenses, and a requirement to return excess advances or reimbursements to qualify as an accountable plan. An employer may reimburse employees using an actual expense or per diem method.

Reimbursements for allowable business travel meals may be substantiated using either an actual expense method or a per diem method.

Meals **while not traveling**, such as meals with meetings or overtime meals, must be substantiated using the actual expense method.

GRATUITY

Gratuity on purchases are allowed, but may not exceed 20% of the bill before tax. This information should be documented on a receipt and attached to corresponding transaction.

TRAVEL SPECIFIC PURCHASES

The P-Card is a solution for authorized business travel related expenses. All travel expenses must be in accordance with City travel policy that can be found at <http://www.richmondgov.com/HumanResources/documents/updates/AdminRegs6-04.pdf>.

P-Card holders are not entitled to receive any travel advance payments or reimbursements, unless personal mileage has been pre-authorized. All travel related expenses should be placed on the Cardholder's P-Card. If a Cardholder spends less than the allowed per diem, the City of Richmond will not reimburse for differences between actual expenditures and the per diem allowance. However, if the Cardholder spends more than the per diem, the City must be reimbursed for expenses in excess of the per diem.

All travelers are required to include a completed Travel Settlement report with all P-Card receipts for all travel. Any refund below \$5 will not be returned due to the cost of processing payments.

When booking airline tickets, Cardholders are required to follow standard COR travel policies. Please keep in mind airlines have created a new economy class airline ticket in order to compete in the low cost market. Each airline can have a different name for this new level of economy class service. To ensure each traveler is booking the best/lowest price ticket, provide price comparisons from other airlines or multiple online booking tools. Ex: Expedia and Orbitz.

Cardholders who do not comply with City policies and procedures will have their travel privileges revoked. Misuse of travel privileges will result in disciplinary action up to and including recommendation for termination of employment.

For more information on business rates visit:

http://starnet/sites/default/files/MileageAndPerDiemRatesUpdate_2014.pdf

Allowable travel expenses include:

- Airfare (Domestic and Foreign): Airfare may be requested through an online travel website (Expedia, Orbit, etc.) or directly through the airline website or a travel agency. The cardholder should select coach/economy class airline tickets only.
- Registration Fees (Domestic and Foreign): Fees for workshops, conferences, seminars and conventions may be paid using the P-Card. The cardholder must include the registration form and/or conference registration form and/or conference brochure stating the amount of registration fee and what is included (meals, lodging, etc.) as part of the documentation for the transaction. A copy of the conference, convention, workshop and seminar or meeting agenda must be attached to the transaction in Works®.
- Lodging, shuttle fees, road tolls, parking, baggage fee, meal tip (20% maximum) and meals with COR per diem rates.
- Car Rental: Car rentals can be made using COR authorized leasing companies.

The city will allow travelers the rental of a compact car or the most economical class if a compact car is not available. With supervisor approval prior to the travel taking place, the COR will allow travelers the rental of a larger size vehicle when:

- The automobile is shared with other travelers and the circumstances would necessitate a larger size vehicle, such as a physical or medical condition, extra equipment or baggage

For travel charges not allowed, consult COR Travel Policy:

Expenses associated with priority processing and transportation to obtain a passport are not allowed. Non-allowable expenses determined as outside of business travel expenses: travel insurance, cash advances, upgrades, GPS systems, mileage reimbursement, meals included in the cost of lodging, loss of personal belongings while traveling, expenses associated with personal negligence and alcoholic beverages.

An exception for travel insurance may be granted if the traveler is traveling with the Mayor or CAO due to unforeseen schedule changes and/or conflicts.

SPLIT TRANSACTIONS

Knowingly splitting purchases to circumvent the single transaction limit (\$5,000) is expressly prohibited.

1. The placement of multiple orders within other than a reasonable time period (120 days) to one or more vendors for the same, like or related goods or services may, after review of the facts may be considered a split purchase. Please refer to Procurement Policy 14 for specific details on split purchases. However when utilizing your P-Card: Remember your single transaction limits when considering a purchase.
2. If your limit is not sufficient, do not continue with the purchase without having prior approval from Program Administrator(s) and verification that a one-time change to your profile has been approved.
3. If purchase is made over the phone or internet, confirm full transactional pricing with shipping and handling before approving the charge. Be sure that the purchase excludes sales and use tax and is not split into separate transactions. Some suppliers will take it upon themselves to split transactions in order to complete the sale. In the event this takes place, Cardholder is held responsible.
4. Contact your Approver or Department Site Administrator for assistance with reviewing your limits prior to any questionable purchases.

REBATES

Any manufacturer rebates or credits received by the cardholder as a result of a P-Card transaction shall be credited to the P-Card, not the cardholder. Any rebate and promotional type items received as the result of a P-Card transaction shall become the property of the COR and utilized by the respective department. Misuse or retention of credits, rebates or refunds will result in disciplinary action being taken against the cardholder.

DISPUTING TRANSACTIONS UNRESOLVED DISPUTES AND BILLING ERRORS

It is imperative that disputed transactions are recorded as soon as possible. Charges cannot be disputed 30 days after posting date. Therefore, it is important to not have the charge made until goods have been shipped. Disputes may be recorded in the WORKS® program but should also be registered directly with Bank of America.

In the event of a discrepancy with charges, the cardholder shall contact the Supplier immediately to rectify the problem and ensure that an adjustment for the transaction appears on the statement. A “good faith” effort must be made to resolve the issue with the Supplier first.

1. The cardholder should request that the Supplier issue and send Visa® transaction slip to verify that credit was given.
2. If resolution is not possible, contact Program Administrator

WHEN A P-CARD IS LOST OR STOLEN

Cardholder:

- Call the bank first; this reduces the amount of time available for unauthorized purchase activity

by making contact with the bank the first priority. (Recommend saving the bank's phone number somewhere it can be quickly accessed.)

- ❑ Notify your Program Administrator immediately after notifying BOA. Under no circumstance should you do nothing and assume the "lost" card would be found eventually.
- ❑ Create a memo detailing the situation. The memo should be on department letterhead and should be signed by the cardholder's manager.
- ❑ Cardholder should monitor the account to ensure that there are no fraudulent charges incurred.

Program Administrator:

- ❑ Verify with BOA that the account has been closed.
- ❑ Requests and/or verify that a new card be issued, if requested by Department Site Administrator.
- ❑ Receives the replacement card and requires the cardholder to sign a new contract.

THIRD PARTY PAYMENT PROCESSORS

Third-party processors (PayPal, Square, etc.) allow vendors to accept card payments without having a merchant account. Third-party processors allow vendors to use their merchant account and terms of service. The cost of utilizing third-party processors is much lower than a typical merchant bank.

COR DPS does not prohibit the use of third-party processors, but we do forbid cardholders from storing their full 16-digit card account number with these processors.

SALES, USE, MEALS TAX APPLICATION TO PURCHASES

Purchases of goods or services made on behalf of the COR are generally exempt from State Sales and Use Tax, and any sales, use or meal tax applied by the City. The P-Card has the Sales Tax Exemption Number imprinted on it. The COR Department of Finance should be contacted whenever a merchant specifically requests a Sales Tax Exemption form (VA ST-12).

Transactions made outside of Virginia are not exempt from that locality's sales and use taxes. Meal tax outside of the City of Richmond is not exempt unless the locality has specifically identified that transactions for other municipalities in Virginia are exempt.

Cardholders are responsible for ensuring that merchants do not charge tax. If taxes are charged in excess of \$10, the cardholder must contact the merchant to obtain a credit to the account.

UTILIZING YOUR P-CARD

The P-Card is issued in the cardholder's name. It is the sole responsibility of the cardholder to properly safeguard the P-Card, account number, CVV, and PIN. All purchases made on the P-Card must be made by the cardholder. Cards may not be shared with anyone.

An Employee will use the P-Card for authorized purchases. Cardholder will notify supplier of tax-exempt status, and will ensure that the purchase does not include sales tax. Upon completion of sale, cardholder must obtain an itemized sales receipt and Visa® transaction slip (if available). At the end of each statement period cardholder(s) shall review and sign off on transactions in the online banking system.

OBTAINING A P-CARD

To obtain a P-Card one should complete an application and return to DPS. A P-Card Administrator will review all applications for completeness and proper signatures.

The new cardholder will be scheduled for a mandatory training class and must satisfactorily complete the training before receiving the P-Card. Processing of the application by the banking institution generally takes one to two weeks. Training may be completed before the card is issued.

- The P-Card is a corporate credit card that must only be used to make authorized COR purchases within the established P-Card User Guide
- The P-Card is issued in the cardholder's name with a unique number. All purchases made on the P-Card must be made by the individual to whom the card is issued. The cardholder is responsible for the security of the P-Card and the transactions made with it. Failure to follow the guidelines of the P-Card Program could result in disciplinary action, up to and including termination.
- Cardholder may use the P-Card to purchase supplies, materials, and services to include business related travel, which do not exceed the single dollar transaction limit that was established by the DPS.
- Cardholder must not exceed the maximum monthly dollar limit to the P-Card in any given month without prior authorization from P-Card Administrator.
- An annual contract should be coordinated with DPS for goods and / or services that will be ordered on a regular basis with the same supplier in an amount to exceed \$5,000
- Cardholder must review and electronically "sign off" on all transactions in the online banking system, if Cardholder has access to do so. Otherwise, the proxy must complete this task.
- It is the responsibility of the cardholder to resolve any disputes with the Supplier. If resolution cannot be reached, the cardholder should report the problem to their department approver or Department Site Administrator for assistance within 45 days of the purchase.
- If a P-Card is issued to a high-level administrator (Mayor, Chief Administrator Officer (CAO), City Council member etc.), the agency must document the procedures that will be used to ensure proper internal controls and accountability
- Cardholder should inform Program Administrator of any changes in status (Name, work address, and limit increase/decrease requests)

ONLINE INDIVIDUAL ACCOUNT MANAGEMENT

Cardholders will have access to the Works® system where they will be able to view their transactions, print statements and dispute charges online.

TRANSACTION DOCUMENTATION REQUIREMENTS

Every P-Card transaction including credit or return transactions must be supported by valid and complete documentation. Not providing supporting documentation for all transactions within established deadlines is a cardholder violation. Documentation should show supplier name, itemized list, price, date and proof of credit card payment.

Receipts/invoices are a critical part of the P-Card program as they document the transaction's information. Accurate and detailed records allow for verification of compliance with City policies and statutes and P-Card policies and procedures. All receipts/invoices must contain the following information:

1. Vendor/merchant name & address
2. Date of purchase/ or date goods received
3. Description of each item purchased
4. Unit cost of each item purchased

5. Total cost of the purchase charged to the card

EXAMPLE OF A “GOOD” RECEIPT



Certain businesses give cardholders two receipts (restaurants in particular). One receipt only acknowledges the total of the transaction, and the underlying receipt includes a description of the goods purchases. The total transaction receipt is unacceptable alone; it must be accompanied by or replaced with the detailed receipt. Failure to produce the detailed receipt will result in rejection of the transaction and the cardholder will be responsible for contacting the merchant for a copy of the detail receipt.

UNDER NO CIRCUMSTANCE SHOULD A CARDHOLDER ACCEPT CASH OR GIFT CARDS OR STORE CREDIT IN LIEU OF A P-CARD CREDIT RETURN

Acceptable Supporting Documentation is defined as one of the following:

- Detailed receipt and Visa® transaction slip from the Supplier
- A packing slip which shows the cost of each item
- Order forms, or a copy of the form used to pay memberships, subscriptions, registration fees and similar items
- Invoice indicating “Credit Card Payment”

When making over-the-counter purchases:

1. Advise supplier that the COR is a tax-exempt entity and confirm that no sales tax has been charged to the card before signing.

2. Review itemized receipts to ensure proper charges are shown
3. Retain the customer copy of the Visa® transaction slip as proof of P-Card purchase (retention is 7 years)
4. Obtain the itemized receipt for your records
5. Ensure that all carbon copies showing full account number(s) are destroyed
6. Include all supporting information for the transaction (special approvals, conference agendas)
7. Record the business purpose of the transaction
- 8.

When placing a telephone order:

1. Confirm with supplier that charges will be made only upon shipment of goods or once services have been performed.
2. Request supplier to send itemized invoice directly to the cardholder
3. Advise supplier(s) that the COR is a tax-exempt entity and confirm that no sales tax will be charged.
4. The supplier is prohibited from keeping the P-Card number on file.
5. Include all supporting information on the transaction
6. Record the business purpose of the transaction

When placing an online order:

1. Print a copy of the order (prior to order confirmation). Review the itemized order form to ensure proper charges are applied
2. Review the order form for tax-exempt procedures (May need to call prior to placing order)
3. Print and retain a copy of the order confirmation.
4. Include all documentation attached to transaction in Works®
5. Record the business purpose of the transaction.

When placing a mail order:

1. You may have a different “Ship To” address than the billing address but the “Ship To” must not be a residential or non-COR address unless pre-authorized by P-Card Administrators which will only be granted under extraordinary circumstances.
2. Review the order form for accuracy
3. Review the order form for tax-exempt procedures
4. Make a copy of the order form before mailing for records
5. Include all documentation related attached in Works®
6. Record the business purpose of the transaction

All orders shall only be shipped to official City of Richmond job sites. Under no circumstances are Cardholders allowed to ship orders to their personal residence.

RECEIPT AND RETURN OF GOODS

It is the cardholder’s responsibility to confirm receipt of goods and services and to follow up with Suppliers to resolve any delivery problems, discrepancies and/or claims for damaged goods.

1. At the time of return, the cardholder must request that the supplier issue a Visa® credit transactions slip (if available) in order to verify that credit was given. A credit memo showing the reason(s) for applying a credit to the transaction should also be requested and retained.
2. The cardholder will be required to include this information on their monthly transaction report.

LOST RECEIPTS

Any lost documentation is the responsibility of the cardholder to obtain. If you lose documentation:

- ❑ Contact Supplier to obtain a copy of the invoice and/or receipt.
- ❑ If unable to obtain a copy of the invoice / receipt, contact your Program Administrator immediately
- ❑ You must include with your documentation a memo stating Supplier's name, why the Supplier could not provide a copy, what was purchased, the price paid, how the purchase was used, and the reason for not having a receipt or invoice. Memo should be on department letterhead, from cardholder to Program Administrator.

Please also see section Missing Receipts/Incomplete Reconciliation under Improper/Unauthorized use of P-Cards.

CARD DECLINES

The following are some reasons that a P-Card transaction may be declined:

- ❑ The transaction is greater than the cardholder's single transaction limit amount.
- ❑ The P-Card has reached its monthly transaction limit amount.
- ❑ The Supplier's MCC has been purposely excluded from the P-Card program by the city.
- ❑ Incorrect PIN number

In the event a decline occurs the cardholder should contact BOA to determine the reason for the decline. In most cases, the cardholder should then contact Program Administrator to inform him/her of the decline, the reason and to request resolution.

If a purchase is attempted outside of normal business hours, an alternate payment method should be found or the purchase should be terminated.

EMERGENCY TRANSACTIONS

Emergency Transactions are defined as transactions above assigned monthly spending limits. Emergency transactions may not be performed with the P-card without the approval of the DPS. For any transactions that exceed the spending controls assigned to the card, the cardholder should contact the Program Administrator for assistance.

Consult DPS –Emergency Purchase Policy No. 17 for guidance on alternative ways of acquiring goods/service.

IMPROPER/UNAUTHORIZED USE OF P-CARDS

PROGRAM INFRACTIONS

All P-Card Program participants including cardholders, approvers and proxies are required to follow the COR P-Card Program Policy and Procedures. It is the responsibility of the cardholder and approver to review each transaction and related documents to assure compliance of card use. A review must be conducted for ALL transactions in each billing cycle. Each P-Card purchase should be for official city business only. Any employee who fails to use the P-Card properly or abuses the use of the P-Card shall be subject to the penalties listed below as well as personnel disciplinary action, up to and including

termination. The COR will seek restitution for any inappropriate purchase made with the card. All cases of misuse or abuse involving the P-Card must be documented by the department.

Failure to comply with the program guidelines or the P-Card holder Agreement may result in one or more of the following circumstances:

- a. Oral or written warning
- b. Cancellation of the card
- c. Oral or written reprimand
- d. Termination of employment
- e. Cardholder held responsible for reimbursement of charge(s)

Type of Infraction	1st Offense	2nd Offense	3rd Offense
Cardholder-Card lent to other COR employees to conduct business/ at manager(s) suggestion	Cardholder-suspension 30 days, Approver or Site Administrator will be notified Manager level warning	Cardholder-Termination from the program. Manager level-privileges revoked	n/a
Card given to non-COR employee(s) to conduct standard business	Card cancellation	n/a	n/a
Split Purchase	Cardholder/Site Administrator, Approver will receive written warning with 60 day suspension	Card cancellation	n/a
Failure to maintain receipts	Written warning with 30 day suspension	60 day suspension requiring memo with justification for reinstatement	Card cancellation
Fraudulent/reckless misuse over \$500 threshold	Termination of employment	n/a	n/a
Fraudulent/reckless misuse under \$500 threshold	Cardholder/Approver-Privileges revoked for Cardholder/Approver; one week suspension without pay	n/a	n/a
Failure to complete sign off or approve by required date	Cardholder/Approver written warning. All transactions will be posted with default account codes	Cardholder/Approver written warning with 30 day suspension- All transactions will be posted with default account codes	Card Cancellation

Unintentional personal purchase	Written warning with 1-30 suspension depending on purchase	Card Cancellation	n/a
Excessive tipping on allowable meals	Writing Warning	1-30 Day Suspension	6 month suspension
Taxes paid on a purchase eligible for tax exempt status	Written Warning	1-30 Day Suspension	6 month suspension
Use of P-Card for prohibited purchase without obtaining an exception	Written Warning	1-30 Day Suspension	6 month suspension

Repayment Requirements

Repayment is required within two (2) business days of the violation notification from Procurement Services. The cardholder must provide reimbursement to the City. It is unacceptable for the cardholder to request a credit/reversal of charges from the merchant.

What is the difference between fraud and misuse?

Fraud –wrongful or criminal deception intended to result in financial or personal gain. Fraud is an illegal act.

Misuse- Includes misuse of authority or position for personal financial interest or by request of an immediate or close family member or business associate. Misuse does not necessarily involve fraud, violation of law, regulations or provisions of a contract. Nevertheless, it represents a corrupt practice.

CARDHOLDER INFRACTION TYPES

Non-Transferable Purchases

An unauthorized user purchasing on behalf of the individual assigned to the P-Card.

Personal Purchases

Personal purchases of any kind are never permissible even if the cardholder intends to reimburse the COR immediately.

Any personal purchase must be reported immediately upon discovery, to the department head and the Program Administrator, irrespective of anticipated consequences.

The cardholder must immediately reimburse the COR or arrange for an immediate credit transaction from the merchant.

Any suspected fiscal misconduct or abuse of the card for any personal purchases must be reported immediately to the Program Administrator by the person who becomes aware of the abuse/misuse of card privileges.

If the personal purchase is deemed to be intentional, the cardholder will permanently lose cardholder privileges, employment may be terminated and the COR will seek criminal prosecution.

Cash or Cash Type Transactions

A cash or cash type transaction is considered fiscal misconduct and will result in disciplinary action up to and including termination.

Examples: Additional cash with purchase, cash refunds, cash tips, travelers' checks, gift cards, donations, money orders and gift certificates.

Any non-allowable purchase made without written approval from the appropriate individual or department (i.e., Program Administrator) is against City policies (see Table 1 and Table 2) due to the nature of the transaction or business rule.

Note: If prior approval is granted, the cardholder must attach each email approval to the Works® transaction.

Fraudulent or Unauthorized transactions

Fraudulent or unauthorized transactions are any transaction that appears on a cardholder's account, as the result of fraudulent activity. Once the cardholder is aware of the charge, they must contact Bank of America directly to inform them of the compromise. Once an investigation is completed by the Bank, all charges identified as fraudulent will be reimbursed. It is very important for the Cardholder and their Approver to review all transactions in a timely manner and to notify the Bank as soon as they become aware of these type of transactions.

The Cardholder will be liable for all charges incurred if a fraudulent transaction is not disputed within 5 days following the end of the billing cycle in which the disputed transaction occurred.

When the Bank is notified that a card has been compromised, the card will be cancelled and a new one will be sent directly to Program Administrator(s). This process takes 5-7 business days.

Bank of America will continuously monitor transaction(s) for potential fraudulent usage on the card. This may include multiple uses of the card for internet purchases, repetitive purchases from an unusual source or several one dollar transactions. In these instances, a representative from the Bank's Fraud Department will attempt to contact the Cardholder or Program Administrator about any suspicious charges. Until they are able to speak with someone directly the card in question will be suspended.

CARD SUSPENSION

The Program Administrator has the ability to suspend cards for a stated period of time. This option can be used for many reasons to include:

- ☐ History of abuse that warrants the suspension of card for a period of time
- ☐ Cardholder is on extended period of leave such as disability, medical, etc.

This option is completed online by the Program Administrator using the Works® system.

CARDHOLDER REINSTATEMENT APPEALS PROCESS

The purpose of this process is to provide a timely and fair resolution for cardholder grievances. When a card is suspended or revoked, a cardholder or manager may submit an appeal for reinstatement.

The letter must be addressed to the Director of Procurement Services within ten (10) calendar days of initial violation.

The letter must address the following:

- The infraction(s) committed or reason card privileges were revoked
- The impact the cardholder/department will have from performing responsibilities if card(s) is not reinstated.
- Identify the measure(s) put into place that will ensure that all P-Card policy and procedures will be followed to prevent recurrence.
- Signature of cardholder's, cardholder's department head and DCAO

Decisions regarding appeal will be determined within thirty (30) calendar days from receipt of initial letter. The decision from the Director of Procurement Services or assigned designee(s) will be final.

A cardholder/manager will be allowed one appeal reinstatement for the duration of a fiscal year.

MISSING RECEIPTS/INCOMPLETE RECONCILIATIONS

If a receipt is misplaced or lost, it is the cardholder's responsibility to make every reasonable effort to contact the merchant/vendor to secure a replacement. If a replacement cannot be provided, a Missing Receipt Form must be completed to indicate the reason the receipt is not available and the steps taken to obtain a replacement. Missing receipts are considered an infraction. A cardholder may be asked to make restitution to the COR for any for purchase(s) made on a P-Card that cannot be documented with receipts.

Works® transactions with missing required documents are considered incomplete.

Incomplete documentation is an infraction.

NON-SIGN-OFF/APPROVAL OF TRANSACTIONS

All transactions will require electronic approval by Cardholders three (3) business days after the billing cycle ends. Approvers are required to provide an electronic approver to transactions three (3) business days after Cardholder sign off deadline.

P-Card Maintenance

EMPLOYMENT CHANGE

Transferred Employees

When an employee transfers to a different department within the city, the P-Card roles do NOT follow the employee to the next department. The card must be turned in to the DPS Program Administrator along with a request to cancel the account.

Terminated Employees

When an employee is terminated or voluntarily separates from the COR the P-Card must be returned in to the DPS Program Administrator and cancelled.



CITY OF RICHMOND

P-CARD APPLICATION and AGREEMENT

I, _____ hereby request a P-Card. As a cardholder, I agree to comply with the following terms and conditions regarding my use of the card:

1. I understand that I am entrusted with a valuable purchasing tool (P-Card) and will be making financial commitments on behalf of the COR and will obtain best value on all purchases. _____
2. I agree to use this card for approved purchases only and that charges incurred with are expressly prohibited by any policy or procedure shall be my personal responsibility. The published "P-Card Manual and User Guide is considered a part of this agreement. Therefore, I hereby authorize the COR to hold my payroll check if unapproved purchases are not settled within a thirty (30) day period or if I leave the COR and owe money from an authorized purchase. _____
3. I agree the P-Card shall not be used for any non-allowable product/service without prior written approval from the Program Administrator. _____
4. I agree to return the card upon termination of employment or when requested to do so. _____
5. I understand the P-Card is COR property and COR shall have the right to suspend or terminate my P-Card at any time. _____
6. The approver shall notify in writing the Program Administrator of any cardholder that has a transfer of assignment/department, leaves the COR (voluntarily or by termination) to cancel the P-Card. _____
7. The approver shall immediately notify the Program Administrator of any cardholder that willfully misuse or abuses the P-Card at any time. _____
8. I agree not to write down or share my Card's PIN number with anyone, including my Program Administrator. _____
9. I agree to not store my Card information to any third-party processors. _____
10. I understand that Chip and Pin technology is only utilized at point of sale by vendors who have chip enabled terminals. _____
11. I hereby subscribe by my own hand and acknowledge that I have read the above carefully and agree to its terms and conditions. _____

Cardholder Name _____ Employer ID# _____
Print Name

Cardholder Signature _____ Date _____

Cardholder email Address _____ Telephone # (____) _____

Department _____ Cost Center _____

Suggested Credit Limit: \$10,000 \$5,000 \$2,500 Other: _____

Default Cost Center _____

Approver Signature _____ Date _____



EMPLOYEE ACKNOWLEDGEMENT FORM FOR P-CARD TRAINING

I, _____ hereby acknowledge receipt of a Bank of America Visa® P-Card. I have also completed the City of Richmond P-Card training and successfully passed required knowledge base quiz.

I understand that I am responsible for compliance with all city P-Card policies and procedures.

I understand that my agency is liable to Bank of America for all authorized charges made on the card.

I agree not to share my Card or Card number with anyone other than a vendor/merchant I am doing business with. I agree if I share my card or card number with anyone other than a vendor/merchant I am doing business with, my agency will take disciplinary action as a result.

If I have questions about the city's P-Card program, I understand it is my responsibility to seek clarification from my immediate Supervisor or P-Card Administrator.

I agree to annual Cardholder Training as well as sign a new employee agreement at each card renewal period.

I understand that any use of the P-Card other than to carry out my job responsibilities is grounds for disciplinary action, up to and including termination of my employment, and possible legal action.

I understand that the City of Richmond may terminate my use of the P-Card and user access at any time for any reason. If issued a card, I agree to return the card to the City of Richmond (via Program Administrator) immediately upon request, transfer or upon termination of employment.

Employee Name

Department

Employee ID#

Employee Signature

Date

P-Card Administrator



P-CARD MAINTENANCE REQUEST FORM

Date of Request _____

Cardholder Name _____ P-Card Number (last four digits) _____

Department Name _____

Requested Change:

Department Change from _____ to _____

Address Change to _____
Street or Building

Revoke Card Reason _____

Suspend Card Reason _____

Monthly Transaction limit increase from \$ _____ to \$ _____

Reason for increase _____

Name Change from _____ to _____

Cardholder Signature _____ Date _____

Department of Procurement Services Use Only

Procurement Card Administrator _____
Signature

Change Approved: Yes No Date _____

If not, provide reason _____

Department Head Name _____ Signature _____

Version 15.1

CITY OF RICHMOND
Purchasing Card Meal Documentation Form

Purpose of the meal: _____

Location: _____

Source/Vendor Name: _____

Date : _____ Amount: _____

Contact Person: _____ Contact phone No: _____

List of Attendees:

Cardholder Signature: _____

CITY OF RICHMOND

WE ARE RICHMOND



HILLSIDE | BELLEMEADE | OAK GROVE
SPRING RESOURCE FAIR AND FAMILY DAY -
SATURDAY, MAY 20 - NOON TO 3 PM

Bouncehouses →

DJS/Music →

Petting Zoo →

Food Trucks →

**Bring the entire family and enjoy giveaways,
community resources, and much more!**

BELLEMEADE COMMUNITY CENTER/PARK
1800 Lynhaven Ave, Richmond, VA
Parking in the school parking lot.



CITY OF RICHMOND

WE ARE RICHMOND



FOR HILLSIDE RESIDENTS

**SPRING RESOURCE FAIR AND FAMILY DAY -
SATURDAY, MAY 20 - NOON TO 3 PM**



**GET READY TO
CONNECT**

**Shuttles will be provided for Hillside Residents. Pickup will be on Harwood.
Guided Walk with Fit4Kids will leave Hillside at 11:30 AM.**

The Schedule:

Leaving the Playground

**Noon
12:30
1:00
1:30
2:00
2:30
3:00**

Leaving the School

**12:15
12:45
1:15
1:45
2:15
2:45
3:30**

**Bring the entire family and enjoy giveaways,
community resources, and much more!**

From: [Pechin, Maritza - PDR](#)
To: [Burks, Petula C. - OSC](#)
Subject: Fwd: Bellemeade Vendors
Date: Tuesday, May 16, 2023 12:37:01 PM

See below so you have a list to track against

Maritza Mercado Pechin, AICP
maritza.pechin@richmondgov.com
m (804) 357-6499
o (804) 646-6348

Begin forwarded message:

From: "Stephens, Jacqueline L. - Vendor Contractor"
<Jacqueline.Stephens@rva.gov>
Date: May 16, 2023 at 12:29:13 PM EDT
To: "Pechin, Maritza - PDR" <Maritza.Pechin@rva.gov>
Subject: Bellemeade Vendors

Vendors who need to be paid:

- Ay Caramba
- Mimi's Ice N Custard
- Quality Bounce and Rentals
- Big John's Hot Dogs
- DJ Chef
- Jonathan Austin
- RVA Tuk Tuk
- Mobile Yum Yum #1
- Mobile Yum Yum #2 Dessert

Jacqueline Stephens (she/her)

Planner | Planning & Development Review (PDR)
City of Richmond
900 East Broad Street | Suite 511 | Richmond, VA 23219
Jacqueline.Stephens@rva.gov | (804) 646-1054
(AECOM Contractor)