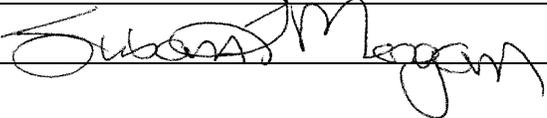




## CITY OF ROUND ROCK Procurement Card Policies and Procedures

Author	City of Round Rock Finance Department
Effective Date	November 14, 2019
Approved By	Susan Morgan, CPA, Chief Financial Officer
Signature	

### Change Control

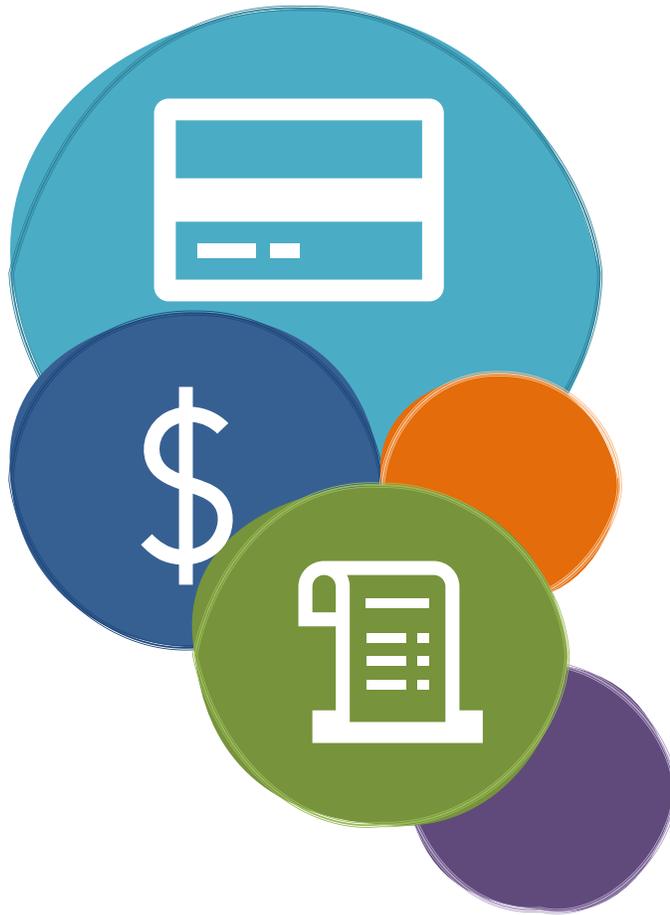
Revision Date	Summary of Changes
11.14.19	No changes to the policies. Sections have been reworded or moved for better flow and importance. <b>ADDED:</b> ProCard approved contract list, TX Library Archives Commissions retention schedule requirement, and Procurement check list.
03.25.21	<ul style="list-style-type: none"> <li>- Change the Retention Schedule Section: TCM is the designated point for electronic record storage for transaction itemized receipts and documents.</li> <li>- Cardholder no longer required to turn paper statements to Purchasing. Cardholders are responsible for keeping rolling 12-month documentation for audit purposes.</li> <li>- Removed bullet information for ProCard Statement process, refer to ProCard Reconciliation Manual instructions.</li> <li>- Other sections have been edited or moved for better flow and importance.</li> </ul>
01.22.25	<ul style="list-style-type: none"> <li>- Reformatted content for improved end-user experience including step by step instructions with illustrations on how to process procurement card transactions.</li> <li>- Added additional definitions.</li> <li>- Added P-Card Change Request Form and updated New Card Request Form.</li> <li>- Added Checklists for various stages of the P-Card Process.</li> </ul>

### Purpose

The purpose of this document is to set forth the City of Round Rock Procurement Card procedures.

### Application

All City departments and divisions are required to adhere to these policies and procedures.



# **City of Round Rock Procurement Card Policies and Procedures**

Revised

# City of Round Rock Procurement Card Manual

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## Section 1 – Overview

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### 1.1 Introduction



#### What?

The City of Round Rock (“City”) has contracted with JPMorgan Chase Bank (“JP Morgan”) for the Procurement Card Program (“P-Card Program”). The P-Card Program allows authorized Cardholders to purchase small dollar goods and services to perform their job duties for the City.



#### Why?

The P-Card Program is designed to improve efficiency in processing small dollar purchases. It allows City employees to purchase goods and services directly from the vendor, reducing the need for check requests, petty cash, and small dollar purchase orders.



#### Who?

Procurement Cards (“P-Cards”) are issued at the request of the department Director or Supervisor by completing a [Procurement Card Request Form](#). The P-Card is issued in the Cardholder’s name, under the corporate name of the *City of Round Rock*. JPMorgan will not require a credit report or history or request any City personal employee credit information. Each Cardholder is responsible for the security of the P-Card and all transactions.



#### When?

The P-Card may be used to purchase items in person, online, and via phone.



#### Where?

The Enterprise Munis Financial System, Tyler Content Manager (“Munis”) is the designated point of electronic record storage for the P-Card statement transactions of itemized receipts and other backup documentation.

**A P-Card is authorized for use by the person named on the front of the card. Do not loan your P-Card or its number to another person for use.** Please read all policies and procedures carefully as you will be held accountable for knowing these procedures. Click here to review the [Purchasing Guidelines | Round Rock EmployeeNet](#)

# City of Round Rock Procurement Card Manual

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Below is a list of common titles and their descriptions that will be referenced throughout this manual.

<b>Cardholder</b>	An individual to whom a P-Card is issued for purchasing use.
<b>Program Administrator</b>	An assigned representative from the Procurement and Contracting Services.
<b>Approver</b>	Supervisor or designated individual to review purchases and approve them in the Munis System.
<b>Department Travel Coordinator</b>	Department designated Personnel to make all travel arrangements.

## **1.2 Requesting a P-Card**



### STEP 1

A Director or Supervisor can request a P-Card for an employee by completing the Procurement Card Request Form on employee net [P-Card Information | Round Rock EmployeeNet \(roundrocktexas.gov\)](http://roundrocktexas.gov).



### STEP 2

Upon receipt of the P-Card, the Program Administrator will finalize the card setup and contact the employee to schedule a P-Card user training session.



### STEP 3

Once the Cardholder has completed their user training, the Cardholder will then review and sign the Cardholder Agreement form and be issued their P-Card. They will receive a copy of the signed agreement form and a copy of this manual.

Please note, a **Department Card** may be requested for certain circumstances like Fire Department deployment, seasonal programs, and EOC operations. These cards are issued to an authorized employee to represent the requesting department, as required. This authorized employee is responsible for the transactions, security of the card and managing the transactions in Munis.

# City of Round Rock Procurement Card Manual

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## 1.3 Activating the P-Card



The P-Card must be activated by the Cardholder before using it. The Cardholder can activate the card online or call the phone number listed on the label on the front of the card and follow the instructions.



The activation code is the last four digits of the Cardholder's Social Security number. Once activated the Cardholder will be prompted to set up a PIN number. This will provide an additional level of security. An additional security question may be asked. The answer will be the first four letters of mothers maiden name.

## 1.4 Security of the P-Card



The Cardholder is responsible for the security of the card and card number. Always keep the card and pin number in a secure place. The card should not be left out in a work area, posted, or given to another employee. It must be kept in a secure location when not in use.



Enroll for fraud alert notifications via text, email and/or voice message of suspicious activity on your account, giving you the ability to quickly respond and let JPMorgan know whether or not the specific charge was valid.



- ❖ Click here: [Fraud Alerts Q & A](#) to get answers about Cardholder fraud alerts.
- ❖ Click or copy and paste the link into your browser to get started:
  - ❖ <https://ccportal.jpmorgan.com>.
- ❖ The link includes instructions for you to follow.

When registering, use **78664** as the billing zip code.

❖ Billing Address: 221 East Main Street, Ste 221 RR 78664.

# City of Round Rock Procurement Card Manual

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## 1.5 Reporting Lost or Stolen P-Card

JPMorgan Chase Bank processes lost, or stolen cards as reported. Immediately report lost or stolen cards using the following procedures:

### STEP 1

Call JPMorgan at **1-800-316-6056** to report a lost or stolen card. Record the name and date of the conversation held with JPMorgan.

### STEP 2

Notify the Program Administrator via email. Specify if you have completed Step 1 or if you require assistance. If you need the Program Administrator to complete Step 1 for you, please provide the last known transaction information (e.g., date, vendor, and amount) within the email.

### STEP 3

Notify your immediate Supervisor and send a separate email to the Program Administrator, requesting a replacement card.

### STEP 4

The Program Administrator will contact the Cardholder after the replacement card is received to schedule a pickup time. A new Cardholder Agreement Form must be signed by the Cardholder before the replacement card is issued.

# City of Round Rock Procurement Card Manual

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## 1.6 Changes to Cardholder Information:

<b>Tier Limits</b>	Predefined thresholds that determine the maximum amount a cardholder is authorized to spend within a specific period or per transaction.
<b>Default Codes</b>	The accounting code that is given to a cardholder that will be auto filled into Munis for all purchases.
<b>Inactivity</b>	Refers to a situation where a P-Card has not been used for a certain period.



The Cardholder's Director/Supervisor must notify the Program Administrator of any name, tier limits, default codes, and/or employment status changes using the Procurement Card Request Form.



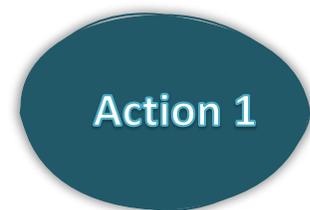
Upon notification, the Program Administrator will make the appropriate changes to the Cardholder's account.



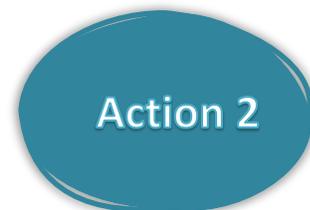
The Program Administrator will contact the Cardholder if a replacement is required. The old P-Card **must** be turned into the Program Administrator at the same time the replacement P-Card is issued.

## 1.7 Employee Transfer within the City

If a cardholder is transferring to a new position within the City:



The original Director/Supervisor of the transferring Cardholder is required to notify the Program Administrator via email. Please include the effective date of change, and then physically turn in the P-Card.



The Cardholder should check in with their new Director/Supervisor and see if a P-Card is required as part of their new job duties. If a P-Card is required as part of their new job duties, a new P-Card request form must be submitted and completed by the new department Director/Supervisor to the Program Administrator.

# City of Round Rock Procurement Card Manual

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## **1.8 Renewing a Card**



P-Cards expire after three years. JPMorgan will automatically send new cards with the same number and a new expiration date to the Program Administrator.



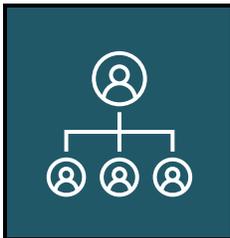
You will be notified to turn in your expired card, review, and sign a new Cardholder Agreement Form before issuing the new P-Card.



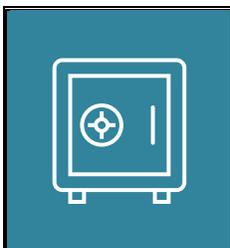
P-Card User Training or Refresher Training *may* be required before the replacement card is issued.

## **1.9 P-Card Cancellation**

In the event that a P-Card needs to be cancelled or a Cardholder terminates employment with the City, the Director/Supervisor must follow the actions listed below.



Notify the Program Administrator via email immediately (if a call is made to the Program Administrator, it must be followed up in writing with an email).



Secure and return the P-Card to the Program Administrator to place on hold or cancel, restricting future transactions.

## **1.10 Inactivity**

The Program Administrator will notify Directors/Supervisors in April and September regarding P-Card accounts in their department that have been inactive for twelve months or more.

Directors/Supervisors will be asked to determine if there is still a need for the account or if the P-Card should be canceled.

# City of Round Rock Procurement Card Manual

## 1.11 P-Card Forms

The forms discussed in this section are located on Purchasing’s EmployeeNet via the [P-Card Information](#) page.

### 1.11.1 Procurement Card Request Form



The [P-Card Request Form](#) is a form that gathers information or updates P-Card Information.



- ✓ New P-Card
- ✓ Replacement P-Card



Completed and submitted by you or your department Director/Supervisor.

 <b>PROCUREMENT NEW CARD REQUEST FORM</b>		
<b>REQUESTOR INFORMATION:</b>		
<input type="checkbox"/> New Account <span style="float: right;">Travel Coordinator <input type="checkbox"/> Yes <input type="checkbox"/> No</span>		
Procurement card request form completed by:		
Name of Approver for electronic statement in Munis:		
<b>EMPLOYEE INFORMATION</b>		
Employee Name:		
Home Address:		
City, State, Zip:		
Date of Birth:		
Last 4 digits of Social Security Number:		
Employee ID Number:		
Mother's Maiden Name:		
<b>EMPLOYEE CONTACT INFORMATION</b>		
Email Address: <span style="float: right;">@roundrocktexas.gov</span>		
Work Phone Number:		
<b>ACCOUNT INFORMATION</b>		
Organization Code:	Object Code:	Department Name:
Tier (choose one)	Single Transaction Limit \$3,000.00	Billing Cycle Limit
		<input type="checkbox"/> \$5,000.00
		<input type="checkbox"/> \$10,000.00
Other		<input type="checkbox"/> \$
(Director Only)		<input type="checkbox"/> \$25,000.00
Reconciler: Self	Other	Name of Other:
<b>ONLINE CONTRACT ACCOUNT ACCESS</b>		
Does the Cardholder need access to any of the following online accounts:		
<input type="checkbox"/> Amazon	<input type="checkbox"/> Home Depot	
<input type="checkbox"/> Grainger	<input type="checkbox"/> Print Mail Pro	
<input type="checkbox"/> Office Depot (ODP)	<input type="checkbox"/> Elliott Electric	
<b>NOTES- provide additional information as needed</b>		
<b>APPROVED BY</b>		
Supervisor's Name:		
Supervisor's Signature:	Date:	

# City of Round Rock Procurement Card Manual

## 1.11.2 P-Card Change Request Form



The [P-Card Change Request Form](#) is a form that assists with making changes or updates to an existing P-Card Information.



- ✓ Temporary Changes to an existing Card
- ✓ Permanent Changes to an existing Card



Completed and submitted by you or your department Director/Supervisor.



### PROCUREMENT CARD CHANGE REQUEST FORM

REQUEST FOR: CHANGE TO EXISTING ACCOUNT		
<input type="checkbox"/> Permanent Change <input type="checkbox"/> Temporary Change		
Temporary Change Date Range	From:	To:
Name of Card Holder:		Last 4 digits of card#:
<input type="checkbox"/> Change Single Purchase Limit	<input type="checkbox"/> Account Codes Change	
<input type="checkbox"/> Change Monthly Billing Cycle Limit	<input type="checkbox"/> Name Change – New Name:	
<input type="checkbox"/> Home Address Change	<input type="checkbox"/> Change Approver	
<input type="checkbox"/> Other:	<input type="checkbox"/> Change Reconciler	
Procurement card request form completed by:		
Name of Approver for electronic statement in Munis:		
Name of Reconciler:		
EMPLOYEE INFORMATION		
Employee Name:		
Home Street Address:		
City, State, Zip		
ACCOUNT INFORMATION		
Organization Code:	Object Code:	Department Name:
<input type="checkbox"/> Change Single Purchase Limit : Set Single Limit \$3,000.00	<input type="checkbox"/> Change Monthly Billing Cycle Limit <input type="checkbox"/> \$5,000.00	
<input type="checkbox"/> Other Change Single limit to \$	<input type="checkbox"/> \$10,000.00	
	<input type="checkbox"/> Other \$	
REASON FOR CHANGE:		
APPROVED BY		
Supervisor's Name:		
Supervisor's Signature:	Date:	

# City of Round Rock Procurement Card Manual

## 1.11.3 P-Card Missing Receipt Form

What?

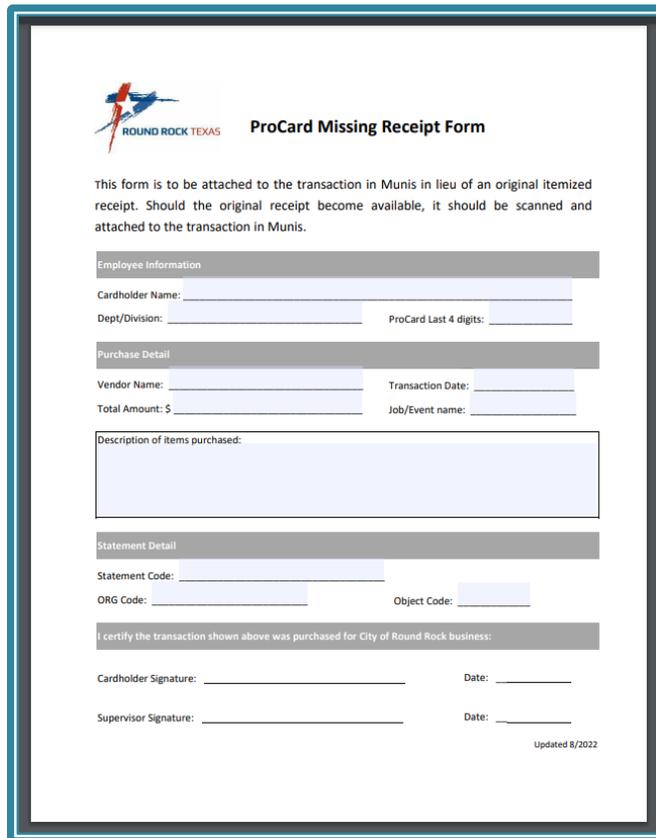
The [P-Card Missing Receipt Form](#) is a form to be used in lieu of an original itemized receipt.

When?

When you have lost your receipt or when you did not receive a valid receipt upon purchase. Missing Receipt Form should rarely be used unless all avenues to obtain an itemized receipt have been exhausted.

Who?

Completed and submitted by you or your department Director/Supervisor.



The form is titled "ProCard Missing Receipt Form" and features the Round Rock Texas logo. It includes a brief instruction: "This form is to be attached to the transaction in Munis in lieu of an original itemized receipt. Should the original receipt become available, it should be scanned and attached to the transaction in Munis." The form is divided into several sections: "Employee Information" with fields for Cardholder Name, Dept/Division, and ProCard Last 4 digits; "Purchase Detail" with fields for Vendor Name, Transaction Date, Total Amount, and Job/Event name; a large text area for "Description of items purchased"; "Statement Detail" with fields for Statement Code, ORG Code, and Object Code; and a certification statement "I certify the transaction shown above was purchased for City of Round Rock business:" followed by signature and date lines for both the Cardholder and the Supervisor. A small "Updated 8/2022" note is located at the bottom right of the form.

# City of Round Rock Procurement Card Manual

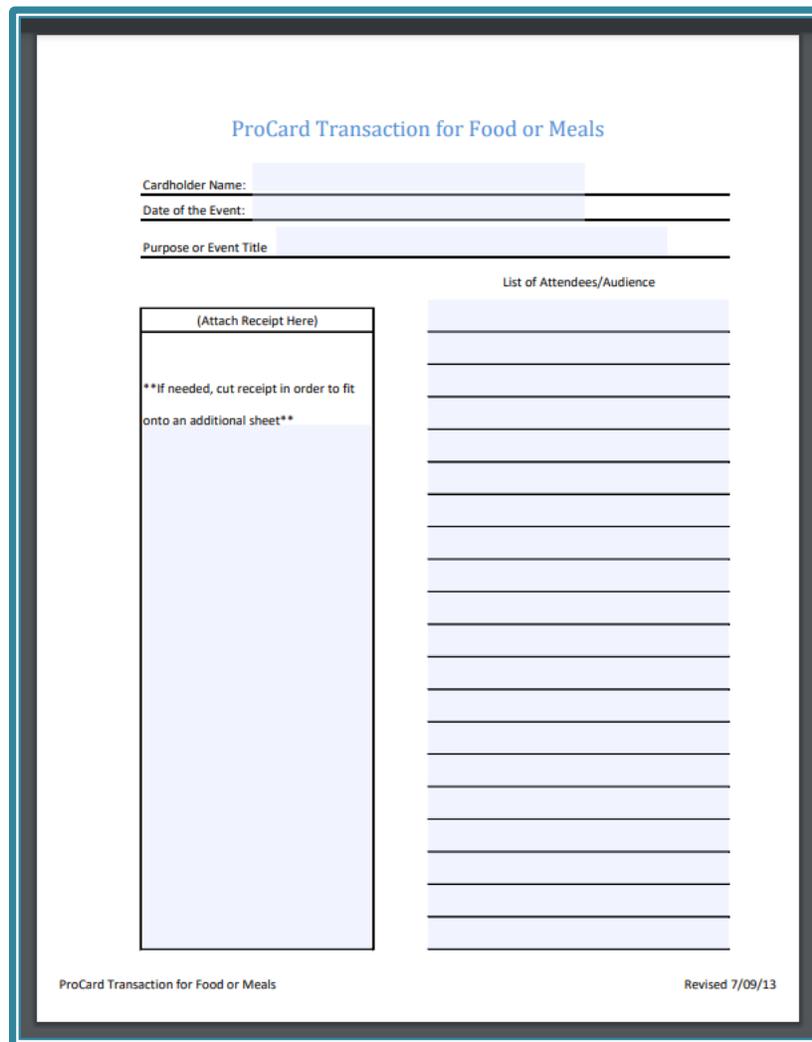
## 1.11.4 P-Card Food and Meal Form

### What?

The [P-Card Food and Meal Receipt Form](#) is a form that requires you to detail the activity/event and name(s) for which the items were purchased. An attendee sign in list is included with this form. Alternatives for this are a calendar invite that shows the list of attendees, a sign in sheet or you can list the names of those who were in attendance on the ITEMIZED receipt.

### When?

Use when purchasing food for the department.



The form is titled "ProCard Transaction for Food or Meals" and contains the following fields and sections:

- Cardholder Name: \_\_\_\_\_
- Date of the Event: \_\_\_\_\_
- Purpose or Event Title: \_\_\_\_\_
- List of Attendees/Audience: A vertical list of 15 horizontal lines for recording names.
- (Attach Receipt Here): A large rectangular box for pasting a receipt.
- \*\*If needed, cut receipt in order to fit onto an additional sheet\*\*

ProCard Transaction for Food or Meals Revised 7/09/13

# City of Round Rock Procurement Card Manual

## 1.11.5 Sales Tax Exemption Form

What?

The [Sales Tax Exemption Form](#) is an exemption form that allows the City not to be charged sales tax. **This is the only form that employees are allowed to sign!**

When?

The Cardholder may provide the vendor with a copy of the Texas Sales and Use Tax Exemption Certification, which includes the City's tax ID number. **Please note, the City is not tax exempt from hotels and airlines, however, catering and advanced meal orders must not have sales tax, as the Cardholder has ample time to supply the Sales Tax Exemption form to the restaurant or caterer.**

 01-339 (Back) Form 0000 (Rev. 7-1017)		SAVE A COPY	CLEAR SIDE
<b>Texas Sales and Use Tax Exemption Certification</b> <i>This certificate does not require a number to be valid.</i>			
Name of purchaser, firm or agency City of Round Rock			
Address (Street & number, P.O. Box or Route number) 221 East Main Street		Phone (Area code and number) 512-218-5400	
City, State, ZIP code Round Rock, Texas 78664			
I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:			
Seller: _____			
Street address: _____ City, State, ZIP code: _____			
Description of items to be purchased or on the attached order or invoice: _____ _____			
Purchaser claims this exemption for the following reason: The City of Round Rock, Texas is a tax-exempt municipality. Tax I.D. #74-6017485			
I understand that I will be liable for payment of all state and local sales or use taxes which may become due for failure to comply with the provisions of the Tax Code and/or all applicable law.			
I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.			
Purchaser 		Title For the City of Round Rock	Date
NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle. <b>THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.</b> Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.			
This certificate should be furnished to the supplier. Do not send the completed certificate to the Comptroller of Public Accounts.			

## Section 2 – Using the Procurement Card

<b>Split Purchasing</b>	Split purchasing is a practice where a single procurement is divided into multiple smaller purchases to avoid exceeding a purchasing threshold or to bypass procurement regulations and approval processes. This can sometimes be done to evade limits on procurement cards or to circumvent the need for competitive bidding and oversight.
<b>Restricted Vendor</b>	A supplier or merchant that is prohibited from being used for transactions using P-Cards due to vendors that fall into specific categories (e.g., entertainment, alcohol, gambling) which are prohibited under the organization's P-Card policy.
<b>Authorized Use</b>	The use of the card for approved business-related expenses within the specified spending limits and organizational guidelines.
<b>Unauthorized Use</b>	Any transaction that violates the organization's policies, including personal purchases or exceeding spending limits, see list on page 17.
<b>Fraud</b>	The misuse of a procurement card for unauthorized or illegal purchases, often involving intentional deception for personal gain by an individual either inside or outside of the organization.

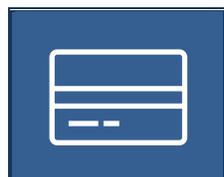
### 2.1 Credit Limits



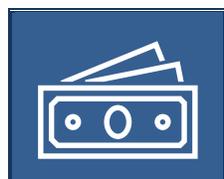
All P-Cards will have Cardholder tier limits as approved by the department Director/Supervisor. The assigned tier can vary based on position and title.



Purchases in excess of these limits will be denied at point of sale.



Single Transaction Limit – will limit the dollar amount toward a single purchase (this purchase may contain multiple items). The maximum limit is \$3,000, unless the supervisor requests a lower transaction limit.



Billing Cycle Limit – the dollar amount available toward purchases during a statement billing cycle. This limit will be selected by the supervisor on the request form. The billing cycle is from the 6<sup>th</sup> of each month to the 5<sup>th</sup> of the next month. Please view the [P-Card Statement Calendar](#) for more information.



**Deliberately splitting a purchase to avoid this policy is against the law. Splitting purchases may result in P-Card refresher training, suspension, or termination. Please visit [Section 2.5, Unauthorized Use](#), for more information.**

# City of Round Rock Procurement Card Manual

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Contact Purchasing if a purchase exceeds the single transaction limit as the purchase will need to be made another way.

## **2.2 Restricted Vendors**

Vendors can be restricted based on the type of business they operate. The P-Card Program is restricted from use with certain types of suppliers and merchandise by JP Morgan. If this type of purchase is made the request may be declined and will be audited.

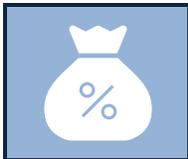
## **2.3 Tax Exempt Information**



Purchases made with the P-Card are sales tax exempt.



REMINDERS: The City is not tax exempt from hotel and airline taxes, as well as in situations where City staff casually dine in a restaurant. Catering and advanced meal orders must not have sales tax. Please review [Section 1.11.5, Sales Tax Exemption Form](#), for more information.



It is your responsibility to inform vendors of the City's tax-exempt status prior to making any purchase. The Cardholder may provide the vendor with a copy of the [Texas Sales and Use Tax Exemption Certification](#), which includes the City's tax ID number.



The tax ID number is also printed on the front of the P-Card.



When making a purchase online, contact the vendor to make certain that tax will not be charged prior to the transaction.



The Cardholder should review all receipts at the time of the transaction to verify they have been charged the correct price(s) and that sales tax was not charged or included in the transaction.



If taxes were applied to the purchase, the Cardholder is required to obtain a credit to their P-Card. An itemized receipt must be issued for the tax credit for reporting purposes.

# City of Round Rock Procurement Card Manual

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If an itemized receipt is not correct, the Cardholder is responsible for correcting the transaction, including the recovery of overcharges and incorrectly charged sales tax.

## 2.4 Authorized Use



Cardholders are authorized to use the P-Card for the purchase of goods and/or services related to City business, as required within their assigned job duties.



Before making a purchase with their P-Card, the Cardholder should make an effort to utilize established City Contracts.

To use an established City contract, you will need to request a purchase order that will link your purchase to the contract in the City's financial system, Munis.



Generally, a P-Card may not be used to procure goods and/or services from an approved City contract. However, the City has established certain contracts that allow the use of P-Cards to make purchases.

The contracts approved for P-Card use will appear on the [Microsoft Word - Approved Contracts for ProCard List DRAFT \(roundrocktexas.gov\)](#) and are managed either 1) through the vendor's online ordering system, 2) a Cooperative contract, or 3) manually tracked by the Program Administrator.



When training or travel is required, please contact your Department Travel Coordinator to process your request. For more information, please visit [Travel Program/Forms/Coordinators](#).

## 2.5 Unauthorized Use

The following items are **not** authorized for purchase with the P-Card regardless of the dollar amount:

- ⊗ Splitting a transaction to circumvent the single purchase limit;
- ⊗ City Contracts;
  - Exception of [P-Card Approved Contracts](#);
- ⊗ Capital equipment;
- ⊗ Cash advances or cash refunds;
- ⊗ Tipping or providing gratuity in excess of 20%;
- ⊗ No fuel purchase (except as stated in the Travel Procedure Manual);
- ⊗ E-Charging. We have a separate contract for that and an app is available. (Contact General Services Fleet Department to learn more);

# City of Round Rock Procurement Card Manual

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- ⊗ Alcohol or alcoholic beverages;
- ⊗ Traffic citations or other fines for City or personal vehicles;
- ⊗ Personal expenses;
- ⊗ Computer hardware or software (contact IT Department for these purchases);
- ⊗ The cardholder must avoid acquisition of unnecessary or duplicative items;
- ⊗ Purchases required to be made on a purchase order, such as:
  - Purchases with bond funds;
  - Purchases with grant funds without prior approval;
  - Purchases with special funds;
  - Purchases with project funds (unless made with authorized project P-Cards only).

## Department Specific Restrictions:

- Only Information Technology (IT) should be acquiring electronic devices such as software, televisions, etc.
- If you are not a travel coordinator you should not be booking hotels, reserving car rentals, registering for conferences.
- Any Purchase that requires a small engine such as chainsaw, weed trimmer etc., should be purchased through General Services Fleet Department.
- Replacement Keys for facility doors or equipment should be ordered through General Services Facilities Department.
- For more questions on restrictions, contact a P-Card administrator.

The following items are a Class B misdemeanor, per Local Government Code, [Chapter 252, Subchapter D., Enforcement:](#)



### **Component Purchases**

Purchase of components or parts that would normally be purchased as a whole.



### **Separate Purchases**

Purchasing items in a series of purchases that could be made in a single purchase or transaction.



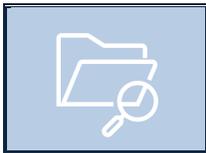
### **Sequential or Serial Purchases**

Purchases made over a period of time that should be procured through a competitive process.

## 2.6 Tips to Prevent and Detect Fraud



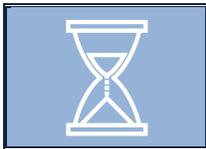
Keep P-Card and signed itemized receipts in a secure location.



Do not provide P-Card number to any vendor or employee to use or keep on file.



Sign up for Fraud Alerts through JP Morgan.



Log into Munis regularly to confirm there are no fraudulent charges. Report unrecognized transactions to JPMorgan and the Program Administrator immediately.



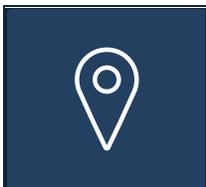
Do not respond to unsolicited emails. JPMorgan does not send emails asking for verification of account information. The Cardholder should contact the Program Administrator regarding any unsolicited emails.



Look for addresses that start with “**https:**” Never enter a P-Card number on a web page that does not display “**https:**” at the beginning of the web page address. The “**https:**” in the URL (web address) means that information provided on an ordering form will be transmitted over an encrypted secure connection.



Look for the security alert and the lock icon when making online purchases. The security alert and the lock icon are signs that the connection to the website using an encrypted secure connection has been accomplished.



Beware of online retailers that fail to list detailed contact information. Find out where a company is physically located to check on reliability through other verifying sources, such as the Better Business Bureau. Most reputable companies will offer an alternate means (e.g., retail outlets, mail orders, phone orders, etc.) for purchasing their products and/or services.

# City of Round Rock Procurement Card Manual

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## **2.7 Returns, Credits, and Rejected Merchandise**

The Cardholder is responsible for making all arrangements associated with returned or rejected merchandise. The Cardholder is expected to follow up until the appropriate credit is issued back to their P-Card account. Please follow the steps below:



Read the online vendor's refund/return and customer privacy policies. Beware of online merchants who do not prominently display refund/return or privacy policies.



Notify the supplier of items to be returned (many suppliers will not accept returns without prior return authorization).



Ask the supplier to credit the P-Card for the return. **Under no circumstances should they give a cash refund.** A Check to the City of Round Rock Accounts Payable department is acceptable. (Always get an itemized receipt for the return credit to attach to the Munis transaction Statement)

## **2.8 Errors and Disputes**

Errors and disputes occur when charges on the monthly P-Card Statement appear to be incorrect or take too long to receive a credit. Follow the steps below to reconcile an error or dispute.



- ✓ The Cardholder should immediately try to resolve errors or disputed items with the vendor (e.g., if sales tax is left on a purchase, the Cardholder must ask for it to be returned via credit to the card).
- ✓ The Cardholder shall email the Program Administrator and the Approver to inform them of any disputes and provide timely status updates.
- ✓ The Cardholder shall retain copies of all documentation (e.g., receipts, electronic communication, screenshots, etc.) during the dispute until it is resolved.

# City of Round Rock Procurement Card Manual

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	<p>The Cardholder must contact the Program Administrator via email:</p> <ul style="list-style-type: none"><li>✓ If they have not received the credit within 7-10 business days; or</li><li>✓ If the determination is made that the Cardholder cannot resolve the dispute with the vendor and the decision is made to formally dispute the transaction with the bank, JPMorgan.</li></ul> <p>The Cardholder must provide the following information in their email:</p> <ul style="list-style-type: none"><li>✓ Vendor name;</li><li>✓ Dates contacted and the full names of individuals you spoke with;</li><li>✓ Copies of correspondence, if applicable; and</li><li>✓ Any other documentation associated with any attempts to resolve the dispute.</li></ul>
	<p>The P-Card Administrator will send documentation to JP Morgan to assist in resolving the issue.</p>
	<p>Lastly, the Cardholder or reconciler should not delay releasing the monthly P-Card statement due to a dispute with a vendor.</p> <p>The P-Card statement should be released to their Approver on time, with all itemized receipts and documentation related to the dispute attached.</p> <p>The Cardholder or reconciler must: 1) allocate the disputed transaction to the proper ORG and object code, and 2) allocate the credit for the resolution of the disputed charge to the same ORG and object code when it appears on the P-Card statement.</p>

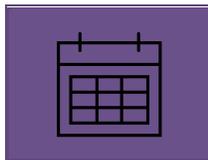
## Section 3 – Monthly P-Card Statement Reconciliation

Statement	A detailed summary of all transactions during a specific period, including purchase dates, amounts, and vendor information, is provided to the cardholder for review and reconciliation.
Reconciler	A designated individual responsible for reviewing and verifying the accuracy of P-Card transactions by matching statements with receipts and other documentation and ensuring compliance with the organization's P-Card policies.
Reconciliation	The process of comparing and verifying financial records, such as bank statements, receipts or P-Card statements, against internal records to ensure accuracy and identify any discrepancies.
Itemized Receipt	A detailed document provided by a vendor or seller that lists each purchased item or service, along with individual prices, quantities, and any applicable taxes or discounts, allowing for clear and transparent tracking of expenses.
Audit	A systematic examination and evaluation of financial records, processes, or systems to ensure accuracy, compliance with regulations, and overall integrity.

### 3.1 Electronic P-Card Statement Process



JPMorgan utilizes a web-based reporting system to post all transactions to the City's Cardholder accounts.



Transactions that have been posted in JP Morgan will be imported daily from JPMorgan into Munis to the Cardholders unreleased *P-Card Statements*.



The Cardholder or reconciler will follow the instructions detailed in [6.4 Step-by-Step Instructions for Reconciliation](#) to complete the electronic *P-Card Statement* in Munis.



All purchases made with the P-Card must be accurately justified and allocated to the appropriate ORG and object codes. See the Account Line-Item Definition on employee net [CLASSIFICATION OF EXPENDITURES \(roundrocktexas.gov\)](#). Failure to review and allocate monthly transactions by the Cardholder or a designated assignee may revoke P-Card privileges.



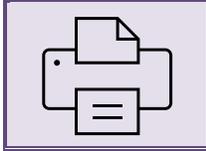
Every purchase must be documented with an itemized receipt, which is typically a standard store receipt. If the purchase is shipped, request an invoice (marked paid) in addition to the packing slip in order to have an adequate itemized receipt that includes total costs.

# City of Round Rock Procurement Card Manual

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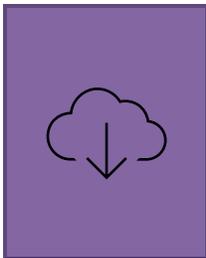
Under certain circumstances, such as magazine subscriptions, membership applications and conference registrations, copies of the order forms will be acceptable as receipts.



All purchases require a detailed receipt containing a description of items or services orders.

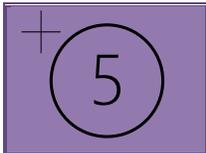
## **3.2 Record Keeping and Retention Schedule**

Record keeping is essential to the success of the program and monthly P-Card statement reconciliation.

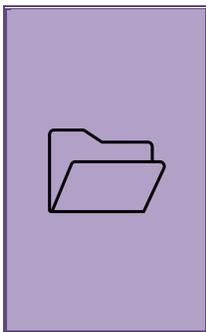


The Cardholder must retain itemized sales slips, cash register receipts, invoices, order forms, confirmation emails, and any receiving documents for monthly P-Card statement reconciliation. If pertinent information is not provided by the vendor, the Cardholder must handwrite the missing information on the receipts.

Munis Financial System is the designated point of electronic record storage for the P-Card statement transactions of itemized receipts and other backup documentation.



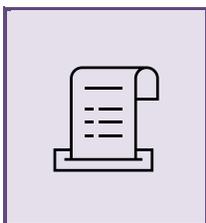
Per [Texas Library Archives Commissions, Section 2-2: Accounting Records, Record Number GR1025-28, Banking Records](#), the City will store these records on Munis for the time frame reflecting the fiscal year end, plus five years (e.g., FE + 5 years).



The **Cardholder** must hold and maintain all paper statement summary and itemized receipts for rolling 12-month period for internal and external audit purposes.

Existing printed statements with itemized receipts collected through *Statement 05.05.2021* will be kept for the required period per Texas Library Archives Commissions as specified above.

**Expired paper documents must be destroyed by confidential shredding process.**



If a receipt is lost, the [Missing Receipt Form](#) must be completed and included with the transaction. Please reference [Section 1.11.3, P-Card Missing Receipt Form](#), for more information. Purchases made online or with Contracted vendors must have itemized receipt. Missing receipt forms shall not be accepted for these items. Missing receipt form should rarely be used unless all avenues to obtain an itemized receipt have been exhausted.

## **Section 4 – Audit Review**

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### **4.1 Who Reviews P-Card Transactions?**

At a minimum, all P-Card transactions are subject to review by:

- ✓ Supervisor;
- ✓ Director;
- ✓ Accounts Payable;
- ✓ P-Card Administrator;
- ✓ Purchasing Manager;
- ✓ Finance Management Team;
- ✓ Administration Executive Staff;
- ✓ Internal Audit;
- ✓ External Audit; and
- ✓ Procurement Card Provider.

<b>Daily</b>	<b>If a transaction is flagged, the Cardholder will receive an email with a link to a Microsoft Questionnaire that must be completed.</b>
<b>Monthly</b>	<b>All monthly statements will be reviewed by the Approver.</b>
<b>Audits</b>	<b>All transactions are subject to audit. Audits can be random or selected by Audit team.</b>

### **4.2 Violations and Penalties Procedures**

The following actions violate the terms of the Procurement Card agreement:

- × Splitting purchases;
- × Unauthorized use purchases (please reference [Section 2.5, Unauthorized Use](#), for more information);
- × Failure to comply with reporting due dates, transaction reconciliation, itemized receipts, etc.;
- × Personal purchases;
- × Cash advances;
- × Excessive tax paid on receipts; and
- × Theft or fraudulent charges.

Penalties for these types of violations may include, but are not limited to:

- The Cardholder and Supervisor/Director will be notified and expected to take corrective action.
- Suspension or cancellation of the P-Card.
- Employee suspension or termination.
- Approver suspension or termination.
- Possible criminal proceedings per Chapter 252 Law.

## Section 5 – Procurement Check Lists

---

### 5.1 General Rules

✓	Comply with all purchasing and P-Card policies and procedures.
✓	Maintain and keep your P-Card in a secure place.
✓	Do not give your card information to anyone to keep on file or to use including other employees.
✓	Report lost or stolen card to JP Morgan (800) 316-6056, the Program Administrator, and your Supervisor.
✓	Avoid if possible the use of a vendor who charges credit card fees or surcharge fees, or negotiate with the vendor to remove the surcharge fee. If you must use this vendor...these payments can also be processed through Purchasing as a requisition or AP as a request for Check.
✓	Handle disputed items by following the instructions in <a href="#">Section 2.8, Errors and Disputes</a> .
✓	When travel is required for training, contact your Department Travel Coordinator from the list at <a href="#">Travel Program/Forms/Coordinators</a> in EmployeeNet.
✓	Attend all P-Card Trainings.

### 5.2 Before Making a Transaction

✓	Verify the purchase of items is job related/Authorized.
✓	Make sure the purchase does not include unauthorized items ( <a href="#">Section 2.5 Unauthorized Use</a> ).
✓	Utilize existing City or Cooperative Contracts through Purchasing before making a P-Card Purchase.
✓	Ensure funds are available before making the purchase – KNOW YOUR BALANCE!

### 5.3 While at the Store

✓	Confirm sales tax was not charged.
✓	Do not violate Procurement Laws referred to in section <a href="#">2.5 Unauthorized Use</a> , to keep under the single purchase limit.
✓	Collect itemized receipt.
✓	If you have a problem at checkout, or if your card is declined, call the 800 number on back of the P-Card to determine the problem, or contact the Program Administrator for assistance.

# City of Round Rock Procurement Card Manual

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## 5.4 After the Purchase

✓	Collect and organize electronic and paper itemized receipts.
✓	Review P-Card statement to validate all transactions.
✓	Allocate all transactions each month online through Munis following the instructions in <a href="#">6.4 Step-by-Step Instructions for Reconciliation</a> Scan and attach receipts to the transaction lines of the online statement.
✓	Make sure statements are complete and electronically approved in Munis by the designated due date and time each month.
✓	Use the <a href="#">P-Card Food and Meal Receipt Form</a> for purchases of food for the department. Ensure you include all required information. Please reference <a href="#">Section 1.11, P-Card Forms</a> .
✓	Keep itemized receipts, paper or electronic, for rolling 12-month period for internal and external audit purposes (please reference <a href="#">3.2 Record Keeping and Retention Schedule</a> , for more information).

## 5.5 Approval Review

While reviewing the P-Card monthly statement, the Approver should use the checklist below to complete their duties.

✓	Are the purchases for City business and required as a function of the Cardholder's job duties?
✓	Ensure itemized receipts are attached online for each transaction and charged to appropriate ORG and object codes.
✓	Description Line has been adjusted to state what the purchase is for or assigned to.
✓	Ensure availability of funds.
✓	Review the statement for possible split transactions.
✓	Review the statement for possible personal transactions.
✓	Determine that dollar amounts are reasonable for items purchased.
✓	Determine that the use of missing receipt form is necessary and appropriate, if applicable.
✓	Determine no sales tax has been charged. Advise the Cardholder if a credit to the P-Card needs to be obtained from vendor.
✓	Ensure any errors or disputes from the prior month have been corrected.
✓	Approve statements in Munis.
✓	Comply with all purchasing and P-Card policies and procedures.

# City of Round Rock Procurement Card Manual

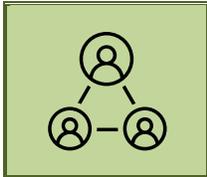
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## Section 6 P-Card Statements

### 6.1 P-Card Statement Overview



The City issues P-Cards to authorized individuals to streamline and simplify the purchase of small-dollar transactions.



It is the responsibility of each Cardholder and Reconciler to review, update, and release each transaction so the statement can be approved before the due date by the department Director/Supervisor.



This section outlines the steps needed to complete P-Card reconciliation.



- Release: only after last transactions for the billing cycle has been imported into Munis.

See Munis Instructions Below.



#### **Attention!**

The **Project P-Cards** are issued to employees that are working with Construction Projects. The statements are reviewed by department managers and approved by the Finance CIP Team in Munis.

The transactions are coded for project expenditures only.

Special instructions are given to Project P-Card holders for processing these transactions.

## 6.2 P-Card Statement vs. P-Card Transaction

### What is a P-Card Statement?



P-Card Statement is the record that is created when P-Card Transactions are imported from JPMorgan into Munis *Purchase Card Statements*. It will follow the [P-Card Statement Code Calendar](#). The P-Card Statement will be coded with the posted end date (e.g., 02052021).

### What is a P-Card Transaction?



P-Card Transactions are the line items on a P-Card Statement. Each P-Card Transaction must be reviewed and updated, before releasing the P-Card Statement for approval. The Cardholder or Reconciler will receive a notification when they have new P-Card Transactions. P-Card Transactions are imported on City business days.

Example of notification:

The screenshot shows a notification interface with a blue header labeled 'Notifications'. Below the header, there are two dropdown menus: 'APN' and 'All Dates'. To the right of these menus, the notification title 'APN: New P-Card Transactions Imported' is displayed. Below the title, there are three sections: 'Created' (Tue Dec 22 2020), 'Reason' (Not available), and 'Description' (Pcard amounts imported - card \*\*\*\*\*9303). On the left side of the notification, there are two buttons: 'SELECT ALL' and 'REFRESH', and a count '(0/1)'. Below the notification, there is a checkbox and the text 'APN: New P-Card Transactions Imported' and 'Pcard amounts imported - card \*\*\*\*\*9303'.

# City of Round Rock Procurement Card Manual

## 6.3 Status Definitions

This list indicates the definition of the status of Purchase Card Statements:

<b>New</b>	<ul style="list-style-type: none"><li>❖ The statement has been created.</li><li>❖ Additional transaction lines can be imported.</li><li>❖ Transaction line description and accounting codes can be updated.</li></ul>
<b>Released</b>	<ul style="list-style-type: none"><li>❖ The Statement has been released and is awaiting approval.</li><li>❖ No updates can be made to the statement.</li><li>❖ Click the <b>Approvers</b> button to see the approval activity.</li></ul>
<b>Approved</b>	<ul style="list-style-type: none"><li>❖ The statement has been approved. No changes can be made.</li></ul>
<b>Rejected</b>	<ul style="list-style-type: none"><li>❖ The statement has been rejected by the approver.</li><li>❖ The cardholder will receive an email with basic information of the rejected statement.</li><li>❖ Before updates can be made, the statement must be reactivated for the status to be set to New.</li></ul>
<b>Converted</b>	<ul style="list-style-type: none"><li>❖ The statement line transactions have been converted to invoices by Accounts Payable.</li></ul>

## 6.4 Step-by-Step Instructions for Statement Reconciliation

### 6.4.1 Search for P-Card Statement

1

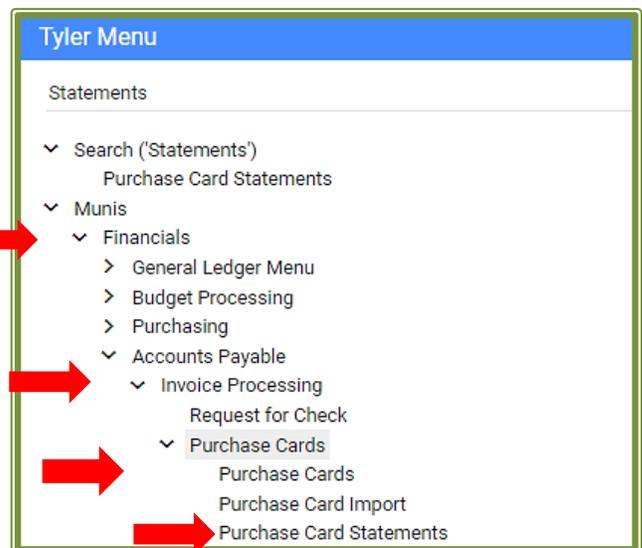
#### STEP 1:

From the *Tyler Menu*, the cardholder or reconciler should click the down arrow by *Munis* and then click the down arrows (pink highlight) by the following options:

- *Financials*
- *Accounts Payable*
- *Invoice Processing*
- *Purchase Cards*

Select *Purchase Card Statements*.

You can use the Tyler Search option. Right click on the name to save a selection to your Favorites.

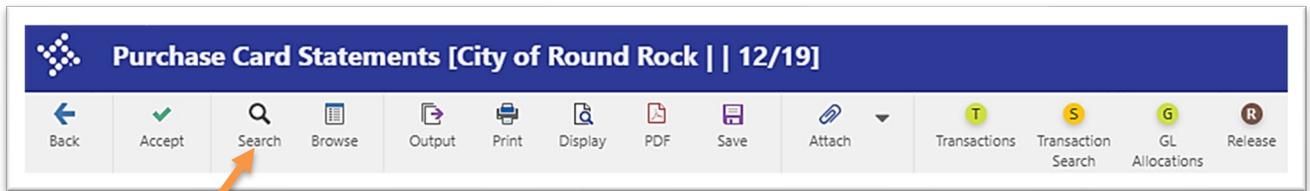


# City of Round Rock Procurement Card Manual

## STEP 2:

Select *Search* in the ribbon.

2



## STEP 3:

Tab to *Code* field and enter the six-digit statement code number (please reference the [P-Card Statement Calendar](#)). If you are a Reconciler for others you may want to add the Cardholder's name, but it's not required. Click *Accept*.

3

If you are unsure of how a name is entered search by using wildcards (\*), as detailed below.

Starts with: **Jeff\*** matches Jeff Smith, Jeffrey Smith, Jeffrey W Smith etc.

Ends with: **\*Brown** matches Sally Brown, Jim Brown, B. J. Brown etc.

Contains: **\*Jeff\*** matches Jeff Smith, Jeffrey Smith, Bob Jefferson etc.

## STEP 4:

- A list of P-Card Transactions will be displayed on the screen. P-Card Transactions with “No” in the “Updated?” column will need to be reconciled.
- Click on the next transaction line to be updated.
- Click Accept
- Note: There are other ways to access P-Card Transaction lines. You can also 1) click on Transactions icon (indicated by the pink in the image above) in the Menu ribbon, or 2) double click the line selected.

4

# City of Round Rock Procurement Card Manual

**Purchase Card Statements [City of Round Rock | | 12/19]**

Statement ID: 8112

Card number: XXXXXXXX01459303  
Name on card: PROCARD HOLDER

Statement Details

Dept: 17000 FINANCE ADMINISTRATION  
Code: 01052021  
Status: New  
GL year/period: 2021 4  
GL effective date: 01/31/2021  
Invoice date: 01/31/2021  
Total: 375.24

Charge Date	Import Date	Vendor	Description	Bank Transaction	Amount	Commodity Code	Updated?
12/09/2020	12/15/2020	OFFICE DEPOT, INC	Note Pads, Pens and Staples		15.7		Yes
12/08/2020	12/15/2020	OFFICE DEPOT, INC	DIRECT MARKETING-COMBINATION CATALOG/RETAIL MERCH.		74.3		No
12/15/2020	12/17/2020	AMAZON.COM*7Z92H3T33	BOOK STORES		26.4		No
12/16/2020	12/18/2020	AMAZON.COM*BT2DM6KP3	BOOK STORES		85.9		No
12/13/2020	12/22/2020	BAYMONT INN & SUITES	LODGING-HOTELS,MOTELS,RESORTS-NOT CLASSIFIED		114.7		No
12/14/2020	12/22/2020	PARKS COFFEE	STATIONERY/OFFICE SUPPLIES/PRINTING & WRITING PAP.		58.0		No

## 6.4.2 Updating Transactions

### STEP 1:

Select *Update* in the ribbon.

**Transactions**

Back Search Browse Update Attach Allocate By Code Liquidate PO View History

### STEP 2:

- Modify the *Charge description* by clicking update to the basic description of purchase and why this purchase was made. Here are a few examples:
  - *Training for Staff- Name of Staff member;*
  - *Tools for -Staff Name;*
  - *Hotel Stay- Name of employees; purpose of stay.*
  - *Work Order Number if available;*
  - *Inventory Item Number if available;*
  - *Snacks and coffee for annual department training;*
  - *Uniforms for new employee name.*

# City of Round Rock Procurement Card Manual

**Transactions**

Back Accept Cancel

**Card and Statement**

Card number: XXXXXXXX01459303 Statement ID: 8112  
 Current card holder: ProCard Holder Statement code: 01052021  
 Name on card: PROCARD HOLDER

**Transaction**

Munis Transaction ID: 71080 Notes Dispute Comments  
 Card holder for transaction: ProCard Holder  
 Vendor: 60873 OFFICE DEPOT, INC  
 Charge description: Copier Paper and Certificate Frame  
 Commodity code: MCC code: 5965  
 Charge date: 12/08/2020 Transaction amount: 74.32  
 Post date: 12/09/2020  
 Import date: 12/15/2020  
 Allocation code: Contract PO Liquidation  
 PO year/number/line: Work Order Invoice  
 Work Order task: 0  
 Document number: Invoice number

**Last Change**

The Charge Description was changed from DIRECT MARKETING-COMBINATION CAT LOG/RETAIL MERCHANT to Copier Paper and Certif

**ALLOCATIONS**

PA Ty	Project Account	Org	Obj	Project	Description	Percent	Amount	A	GL Bud	PA Bud
		10017000	5316		Supplies - Office	100.000	74.32	U		

« < 2 of 6 > »

- Update the *Org* and *Obj* codes as required for the purchase.
- Click *Accept* to save changes.

## 3

### STEP 3:

If you need to enter additional line allocations, please follow the instructions in this step. If not, please move on to the next step.

- If a transaction line needs to be charged to multiple departments or accounts, change the *Org* and *Obj* codes, as well as the amount to be charged on the first allocation line.
- Tab to create a second line.
- Change the *Org* and/or *Obj* for this line, then verify the balance.
- Click *Accept* to complete the update.
- More allocation lines can be added, if needed.

**ALLOCATIONS**

PA Ty	Project Account	Org	Obj	Project	Description	Percent	Amount	A	GL Bud
		10017000	5316		Supplies - Office	50.000	37.16	N	U
		10017001	5316		Supplies - Office	50.000	37.16	N	U

# City of Round Rock Procurement Card Manual

## STEP 4:

4 If you receive a *budget check* message, please follow the instructions in this step. If not, please move on to the next step.

- If you get this message, your account is over budget. You must contact your Supervisor to confirm the correct budget line and then contact the **Budget Team** to override the warning.
- You will not be able to continue updating your transaction until this is done.
- You can verify the account balances by going to *Account Inquiry* and searching for that *Department's Budget*.



A dialog box titled "Enter Supervisor's ID" with a close button (X) in the top right corner. It contains a text input field labeled "Password" and two buttons at the bottom: "OK" and "Cancel".

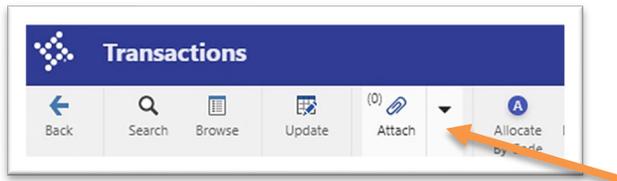
## 6.4.3 Attaching Receipts in Munis

### STEP 1:

- 1
- Each transaction on a P-Card Statement must have an itemized receipt attached in Munis along with any additional documentation needed to justify the purchase.
  - Use a copier/scanner to scan your receipt(s) to save electronically.
  - Munis will issue a *Munis Transaction ID Number* to each imported transaction.
  - This number can be used to code your itemized receipts prior to scanning.

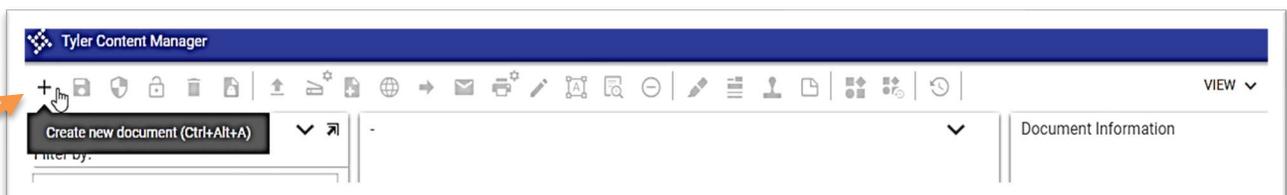
### STEP 2:

2 After completing the previous steps, click *Attach*.



### STEP 3:

3 The Tyler Content Manager ("TCM") portion of Munis will automatically open. Select plus symbol "+" to attach a new document.

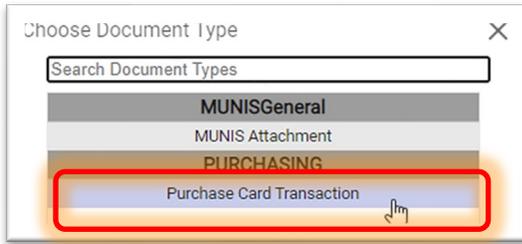


# City of Round Rock Procurement Card Manual

4

## STEP 4

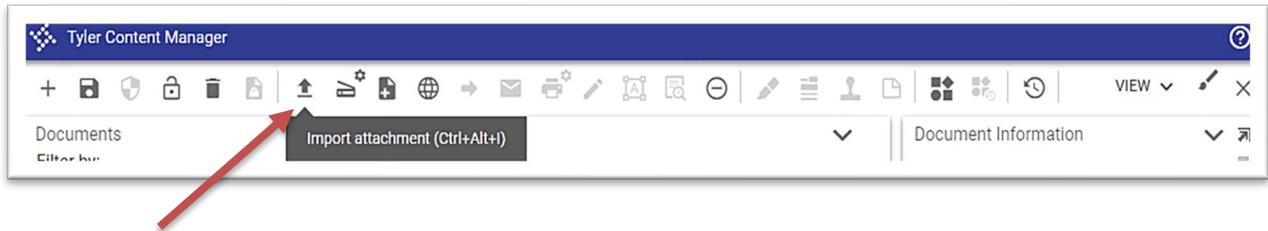
Under *Choose Document Type*, select *Purchase Card Transaction*.



5

## STEP 5:

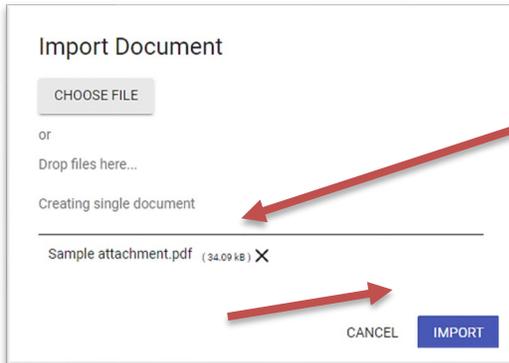
Information from the transaction line will autofill in TCM. Click on the import arrow, or the *Import attachment* symbol.



6

## STEP 6:

- Choose the file or drag and drop file into the box.
- Click the *Import* button.

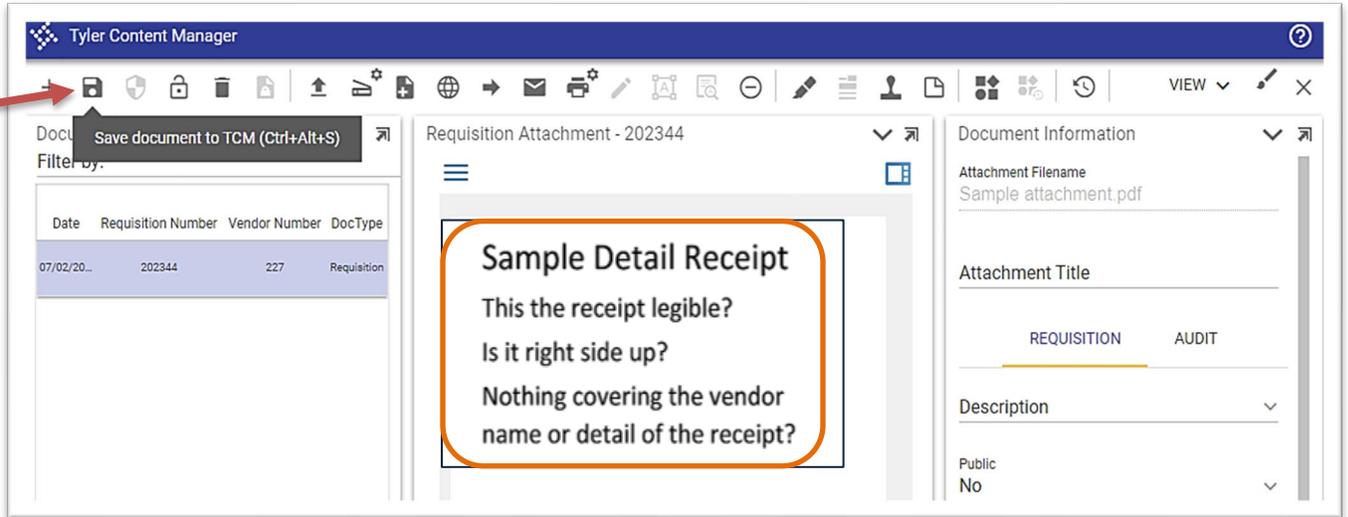


# City of Round Rock Procurement Card Manual

7

## STEP 7:

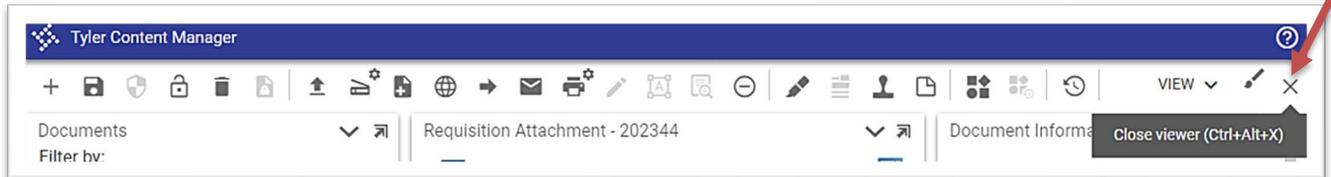
- Verify that the document is legible in the area outlined by the large orange box below.
- Click the *Save* icon.



8

## STEP 8:

- Repeat these steps to add additional documents, if necessary.
- Other required documentation that may be attached can be quotes, specifications, or a justification form.
- Click the "X", to exit TCM.



# City of Round Rock Procurement Card Manual

## 6.4.4 Releasing a P-Card Statement

1

### Step 1:

- On the *Purchase Card Statements* page, verify there is an attachment for each transaction line.
  - **Note:** The (*paperclip icon*) indicates that an attachment is present.
- Verify that all transactions are *Yes* in the *Updated?* Column.
- Click *Release* in the Munis Ribbon.

Purchase Card Statements [City of Round Rock | | 12/19]

Statement ID: 8112

Card number: XXXXXXXX01459303  
Name on card: PROCARD HOLDER

Statement Details:  
Dept: 17000 FINANCE ADMINISTRATION  
Code: 01052021  
Status: New  
GL year/period: 2021 4  
GL effective date: 01/31/2021  
Invoice date: 01/31/2021  
Total: 375.24

Attachment	Charge Date	Import Date	Vendor	Description	Bank Transaction	Amount	Commodity Code	Updated?
	12/09/2020	12/15/2020	OFFICE DEPOT, INC	Note Pads, Pens and Staples		15.74		Yes
	12/08/2020	12/15/2020	OFFICE DEPOT, INC	Copier Paper and Certificate Frames		74.32		Yes
	12/15/2020	12/17/2020	AMAZON.COM*7Z92H3T33	Training Manuals		26.49		Yes
	12/16/2020	12/18/2020	AMAZON.COM*BT2DM6KP3	Desk Organizers for C Smith		85.98		Yes
	12/13/2020	12/22/2020	BAYMONT INN & SUITES	Hotel Charge for J Smith off Site-Training		114.71		Yes
	12/14/2020	12/22/2020	PARKS COFFEE	Coffee Supplies for Breakroom		58.00		Yes

2

### Step 2:

You will receive the attachment warning in the picture below.

This is a correct statement; attachments should be on the transactions not the statement.

Click **Yes** to continue.

**Attachment Warning**

There are no attachments on this statement. Do you wish to continue?

Yes No

# City of Round Rock Procurement Card Manual

3

## Step 3:

Review the *Statement Details* and ensure the *Status* changed to *Released*.

Statement Details		
Dept	17000	FINANCE ADMINISTRATION
Code	01052021	
Status	Released	
GL year/period	2021 4	
GL effective date	01/31/2021	
Invoice date	01/31/2021	
Total		375.24

This means that the Approver has been notified there is a statement waiting their approval in Munis.

▼ IU	In Progress		
▼ Any approver from this group	Group Current		
Sherri Crone		12/23/2020	14:13

4

## Step 4:

After the statement has been released, the Cardholder or Reconciler can run a statement report by clicking PDF.

Purchase Card Statements [City of Round Rock | | 12/19]

← Back
✓ Accept
🔍 Search
📄 Browse
📤 Output
🖨️ Print
📺 Display
📄 PDF
💾 Save
(0) 📎 Attach
🟢 Transactions

This report is sent to the Approver to use in conjunction with reviewing and approving the P-Card Statement in Munis. It is recommended to save this electronically for reference with the scanned itemized receipts.

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total	
112	XXXXXXXX01459303	PROCARD HOLDER	17000	01052021	Released	2021/04	375.24	
GL Effective Date:		01/31/2021	Invoice Date:		01/31/2021			
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount	
71079	Note Pads, Pens and Staples	OFFICE DEPOT, INC		12/09/2020	12/10/2020	12/15/2020	15.74	
71080	Copier Paper and certificate	OFFICE DEPOT, INC		12/08/2020	12/09/2020	12/15/2020	74.32	
71483	Training Manuals	ZZ PCARD OTP		12/15/2020	12/16/2020	12/17/2020	26.49	
71565	desk organizers for C Smith	ZZ PCARD OTP		12/16/2020	12/17/2020	12/18/2020	85.98	
71622	hotel charge for J Smith off	ZZ PCARD OTP		12/13/2020	12/15/2020	12/22/2020	114.71	
71623	Coffee Supplies for Breakroom	ZZ PCARD OTP		12/14/2020	12/15/2020	12/22/2020	58.00	
Org	Object	Proj	Account	Description	PA Account	GL Ovr?	PA Ovr?	Amount
10017000	5316			Supplies - office		N	N	196.88
10017000	5434			Training & Education		N	N	26.49
10017000	5436			Travel Expenditures		N	N	114.71
10017001	5316			Supplies - office		N	N	37.16

\*\* END OF REPORT - Generated by Maroie Howard \*\*

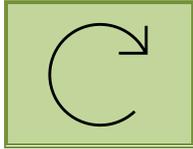
# City of Round Rock Procurement Card Manual

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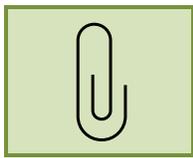
## Section Reminders!



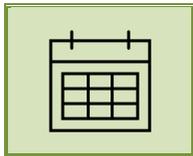
Before selecting *Release*, please review your transactions!



Did you update the description charge and the codes, if applicable?



Did you attach your [itemized](#) receipts to each transaction?



It is the Cardholder's responsibility to check that their statement has been approved in Munis by the due date.

## 6.4.5 Reactivate a Rejected Statement

If your Statement is Rejected by your Approver, you will receive an email with a brief description of why. You must Reactivate a rejected statement to make updates or corrections.

Pending Purchasing Card Statement Rejected

 noreply@roundrocktexas.gov  
To  Margie Howard

[Reply](#) [Reply All](#) [Forward](#) [...](#)

Tue 12/22/2020 4:39 PM

The following purchasing card statement has been rejected. The rejecting approver's comment is: Please update the GL code on first transaction

A statement has been entered for card holder Ivonne Duran, for department 17000. The statement number is 8112.  
To view additional information about this Munis item use this link:  
[Additional Information](#)

This is a Munis system generated message. Please do not reply to this unmonitored mailbox.

This email sent from Munis environment: City of Round Rock - TEST DB - 07/14/16, database name: mu6455te

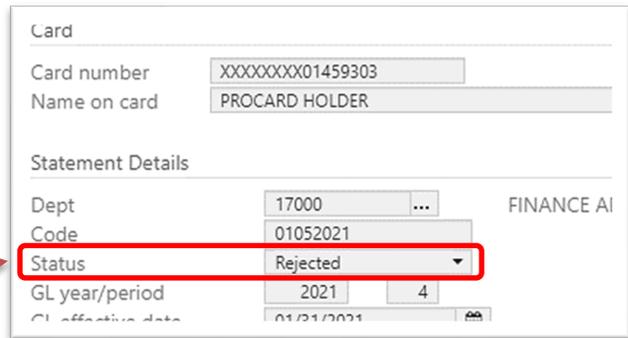
# City of Round Rock Procurement Card Manual

1

## Step 1:

You must Reactivate a rejected statement to make updates or corrections.

Search for the rejected statement in Munis.



Card

Card number XXXXXXXXX01459303  
Name on card PROCARD HOLDER

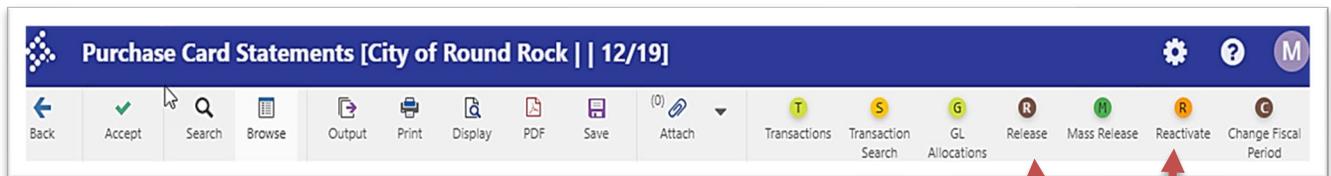
Statement Details

Dept 17000 FINANCE AI  
Code 01052021  
Status Rejected  
GL year/period 2021 4  
GL effective date 01/31/2021

2

## Step 2:

Click *Reactivate* in the *Menu Ribbon*.



Purchase Card Statements [City of Round Rock | | 12/19]

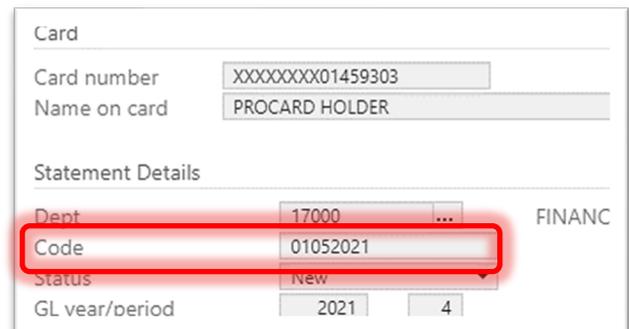
Back Accept Search Browse Output Print Display PDF Save Attach Transactions Transaction Search Allocations Release Mass Release Reactivate Change Fiscal Period

3

## Step 3:

Ensure this has changed the status to *New*. Now, make the change(s) requested by the Approver.

When finished, (click *Release*) for approval.



Card

Card number XXXXXXXXX01459303  
Name on card PROCARD HOLDER

Statement Details

Dept 17000 FINANC  
Code 01052021  
Status New  
GL year/period 2021 4

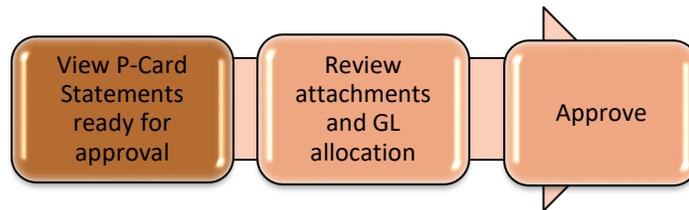
## Section 7 – Munis P-Card Approvals Instructions

---

### 7.1 P-Card Statement Approval Overview

The City issues P-Cards to authorized individuals to streamline and simplify the purchase of small dollar transactions. It is the responsibility of each Cardholder or Reconciler to review and update each transaction so that the statement can be approved by the Approver before the due date.

This section outlines the procedures needed to approve a reconciled P-Card statement electronically.



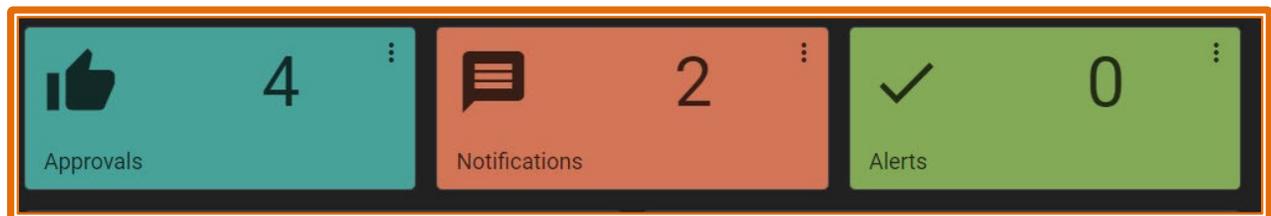
Your dashboard contains three individual web tiles: *Approvals*, *Notifications*, and *Alerts* (reference the image below).



Each tile displays the total number of items in each category that require your attention.



When you need to approve a P-Card statement, you will be notified via the *Approvals* tile, as well as by email.



# City of Round Rock Procurement Card Manual

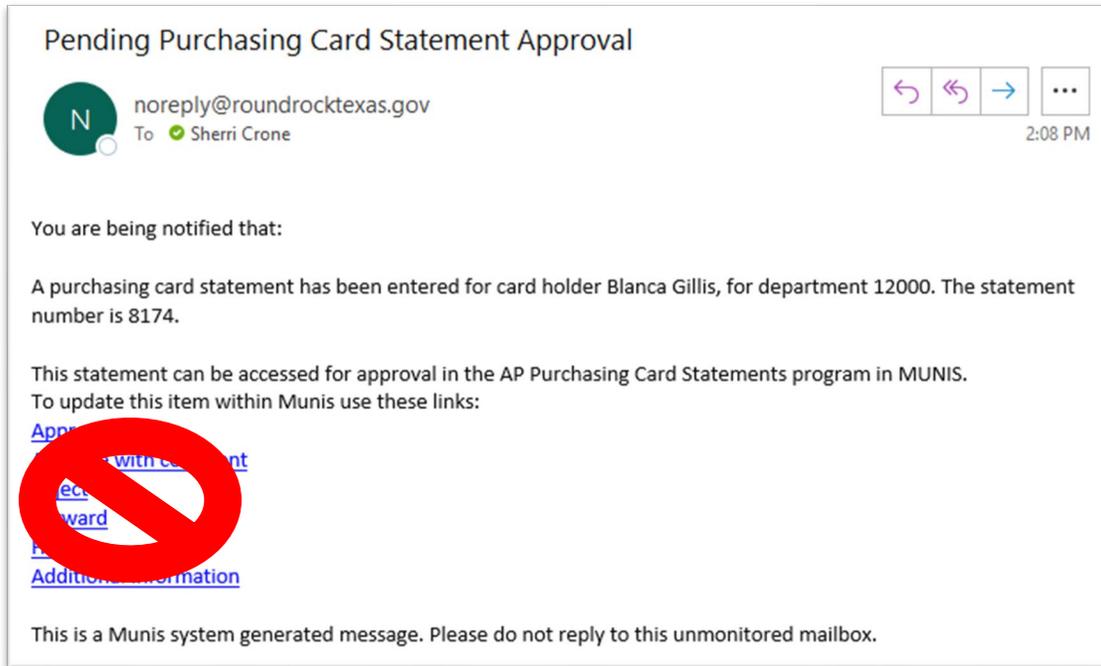
## 7.2 Step-by-Step Instructions for Approvals

### 7.2.1 Locating Approvals

1

#### Step 1:

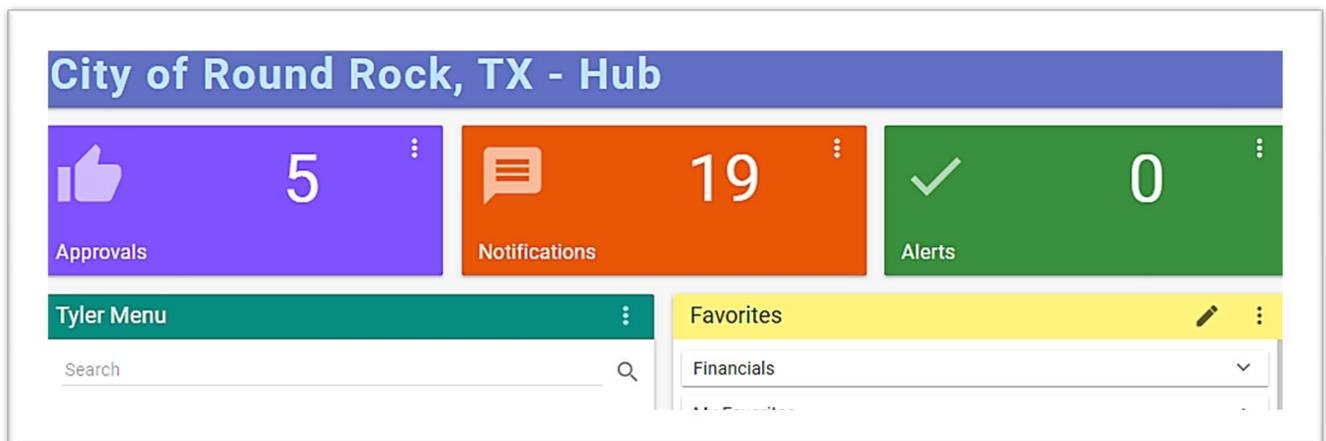
Once a P-Card statement has been released for approval, you will be notified in the Tyler HUB Approvals tile as well as by email. **Approver should not approve statements from the email!!!** Approvers should log into Munis and review the transactions prior to approval.



#### Step 2:

2

- In Munis, it is recommended that you set-up the following tiles: Approvals (purple tile below), Notifications (orange tile below), and Alerts (green tile below).
- Each tile displays the total number of items in each category that require your attention.
- Click the Approvals tile to see the list of items waiting for your approval.

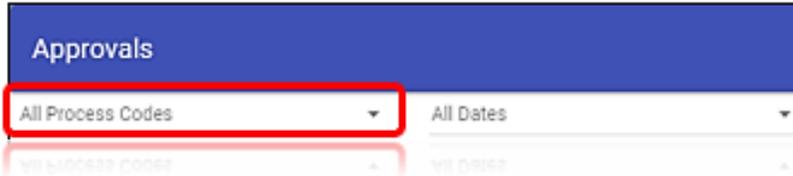


# City of Round Rock Procurement Card Manual

3

### Step 3:

- You can organize your approvals by clicking the dropdown for *All Process Code*.
- Please select *APC: AP Purchasing Card Statements Pending Approval*.



4

### Step 4:

Click the APC item box to see a summary displayed on the right side. Click the symbol in the top right corner to open the Purchase Card Statement for review.

The screenshot shows the 'Approvals' interface. At the top, there are dropdowns for 'All Process Codes' and 'All Dates'. Below these are 'SELECT ALL' and 'REFRESH' buttons, and a count '(1/204)'. The main list contains several items, with the first one selected (checkbox checked). The selected item is 'APC: AP Purchasing Card Statements Pending Approval' with ID '\*\*\*\*\*8229' and date '3/26/2021'. To the right of the list is a summary for this item, including 'Created: Fri Mar 26 2021', 'Reason: amount of this transaction is greater than the threshold -999,999,999.99', 'Card Number: \*\*\*\*\*8229', 'Card Holder: Blanca Gillis', 'Dept: 12000', 'Number of Transactions: 6', and 'Statement Total: \$311.24'. At the bottom, there are buttons for 'APPROVE', 'REJECT', 'FORWARD', 'HOLD', 'CLOSE', and 'SETTINGS'. A green box highlights the top right corner of the summary area, which contains a document icon.

Item	Date
<input checked="" type="checkbox"/> APC: AP Purchasing Card Statements Pending Approval *****8229	3/26/2021
<input type="checkbox"/> REQ: Requisitions pending approvals \$11,500.00 - SMS Annual 2021	12/10/2020
<input type="checkbox"/> VIA: Vendor profile creation approval New vendor profile record approval required	11/5/2020
<input type="checkbox"/> VIA: Vendor profile creation approval New vendor profile record approval required	10/23/2020
<input type="checkbox"/> VIA: Vendor profile creation approval New vendor profile record approval required	10/22/2020
<input type="checkbox"/> VIA: Vendor profile creation approval New vendor profile record approval required	10/2/2020
<input type="checkbox"/> VIA: Vendor profile creation approval New vendor profile record approval required	10/3/2019

# City of Round Rock Procurement Card Manual

## 7.2.2 Reviewing P-Card Statements

1

### Step 1:

Review the P-Card statement, transactions, and the attached itemized receipt(s) before taking any action (e.g., approving, forwarding, or rejecting).

- On the *Statement Page*, verify that there is an attachment for each transaction.
  - If no paper clip, the itemized receipt is missing.
  - Contact the Cardholder to attach the missing receipt(s).
- Ensure the column titled *Updated?* has *Yes* for all lines.

**Purchase Card Statements [City of Round Rock | | 12/17]**

Statement ID: 8174

Card: XXXXXXXX37118229, Name on card: BLANCA GILLIS

Statement Details: Dept: 12000 ADMINISTRATION, Code: 01052021, Status: Released, GL year/period: 2021 4, GL effective date: 01/31/2021, Invoice date: 01/31/2021, Total: 311.24

Charge Date	Import Date	Vendor	Description	Bank Transaction	Amount	Commodity Code	Updated?
12/11/2020	12/15/2020	HEB ONLINE	Meeting Supplies for Breakroom		41.19		Yes
12/11/2020	12/15/2020	OFFICE DEPOT, INC	Credit for returned Stapler		-29.99		Yes
12/10/2020	12/15/2020	WAL-MART	Frames for Certificates		41.80		Yes
12/08/2020	12/15/2020	WAL-MART	Breakroom Supplies		113.24		Yes
12/14/2020	12/16/2020	PARKS COFFEE	Creamer/Sugar/Tea		58.00		Yes
12/14/2020	12/16/2020	PARKS COFFEE	Coffee		87.00		Yes

Workflow: My Approvals, Approve, Reject, Forward, Hold, Approvers

2

### Step 2:

Click *Transactions* to open the *Transaction Page*.

**Note:** You can also double click a transaction line to open the transaction page or click a transaction line and click *Accept*.

**Purchase Card Statements [City of Round Rock | | 12/17]**

Transactions

# City of Round Rock Procurement Card Manual

3

## Step 3:

Verify that:

- The *Charge description* has been updated to the description to the reason for purchase of the items or services. (Or specific employee or event)
- The selected Org and Object codes are appropriate for the purchase.

**Transactions**

Back Search Browse Update Attach (0) Allocate By Code Liquidate PO View History

**Card and Statement**

Card number: XXXXXXXX37118229 Statement ID: 8174  
Current card holder: Blanca Gillis Statement code: 01052021  
Name on card: BLANCA GILLIS

**Transaction**

Munis Transaction ID: 71466 Notes Dispute Comments  
Card holder for transaction: Blanca Gillis  
Vendor: 2 ... PARKS COFFEE  
Charge description: Creamer/Sugar/Tea  
Commodity code: ... MCC code: 5111  
Charge date: 12/14/2020 Transaction amount: ...  
Post date: 12/15/2020  
Import date: 12/16/2020  
Allocation code: ...  
Contract: ... Contract  
PO year/number/line: ... PO Liquidation  
Work Order: ...  
Work Order task: 0 ...  
Document number: ... Invoice  
Invoice number: ...

**Last Change**

The Charge Description was changed from Coffee/Creamer/Sugar/Tea to Creamer/Sugar/Tea by Margie Howard.

**ALLOCATIONS**

PA Tj	Project Account	Org	Obj	Project	Description	Percent	Amount	A GL Bud	PA Bud
		10012000	5316		Supplies - Office	100.000	58.00	U	

5 of 6

4

## Step 4:

Click on the Attach icon to review the attached itemized receipt.

**Transactions**

Back Search Browse Update Attach (0) Allocate By Code

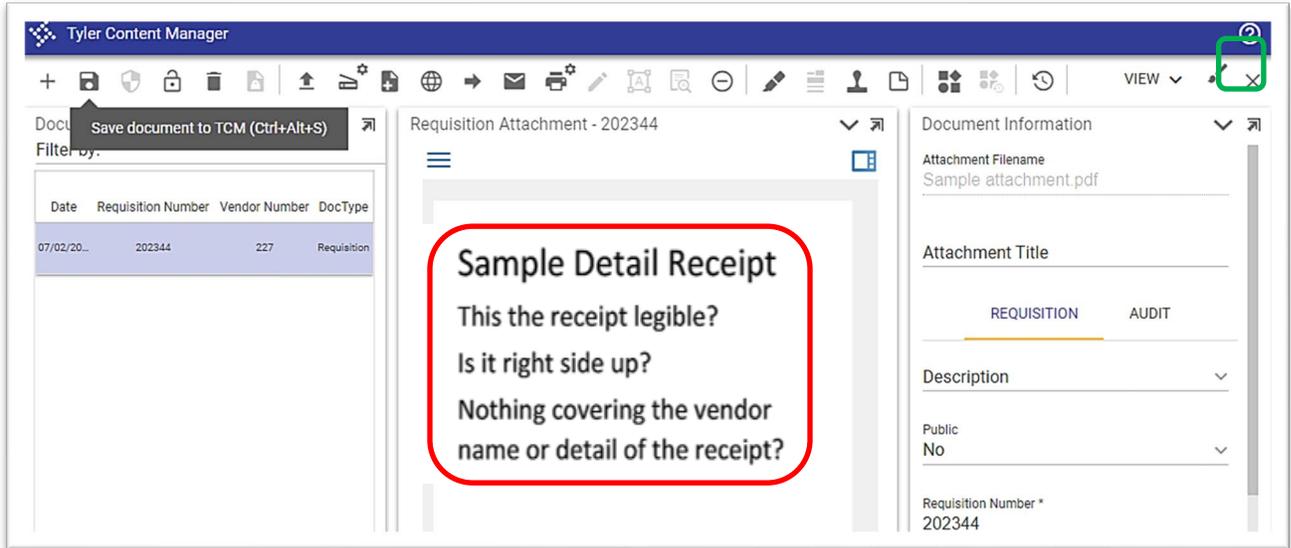
# City of Round Rock Procurement Card Manual

## Step 5:

5

Review to Confirm:

- The receipt displays in the Tyler Content Manager (“TCM”) window.
- Verify that the document is correct for the transaction and is legible.
- Click the “X” to return to the Transaction page.



## Step 6:

6

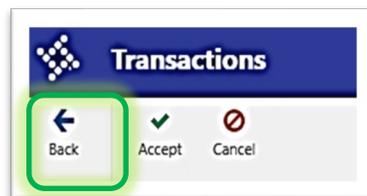
On the bottom left of the *Transaction Page*, use the arrows to go to the next transaction on the statement. Repeat the steps to review all aspects of each transaction and receipt.



## Step 7:

7

After reviewing all transactions, click the *Back Arrow* to return to the *P-Card Statement* screen.



# City of Round Rock Procurement Card Manual

## 7.2.3 Approving a P-Card Statement

1

### Step 1:

To approve from the *Purchase Card Statement* page, click the *Approve* button in the *Workflow* section.



Workflow

My Approvals	Approve	Reject	Forward	Hold	Approvers
--------------	---------	--------	---------	------	-----------

2

### Step 2:

You may add a comment if desired. Then, click *Accept* to confirm.



Enter Optional Comment

Back Accept Cancel

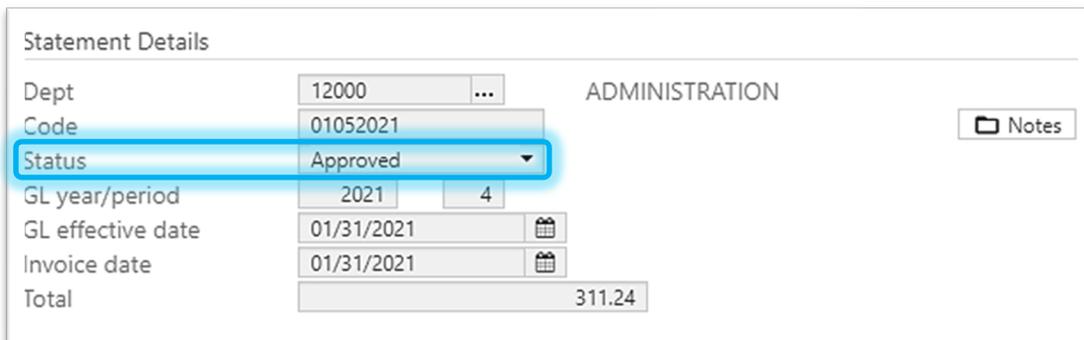
Comment entry

Comment for this action (Optional)

3

### Step 3:

Ensure the status changes to *Approved* under the *Statement Details* section.



Statement Details

Dept	12000	ADMINISTRATION
Code	01052021	Notes
Status	Approved	
GL year/period	2021 4	
GL effective date	01/31/2021	
Invoice date	01/31/2021	
Total	311.24	

# City of Round Rock Procurement Card Manual

## 7.2.4 Approval from Tyler HUB

1

### Step 1:

If the Approver has reviewed the statement transactions and receipts online, they can approve or reject the statement from the **Tyler HUB** from the *Approvals* tile.

Click the box next to the Statement to approve, then click *Approve* or *Reject*.

The screenshot shows the 'Approvals' section of the Tyler HUB interface. At the top, there are filters for 'All Process Codes' and 'All Dates', along with a count of '(1/204)'. Below the filters are 'SELECT ALL' and 'REFRESH' buttons. A table lists pending approvals, with the first row selected and a blue checkmark in a box. The selected row is 'APC: AP Purchasing Card Statements Pending Approval' with a masked ID '\*\*\*\*\*8229' and a date of '3/26/2021'. To the right of the table, there is a summary for the selected approval, including 'Created Fri Mar 26 2021' and a 'Reason' field.

The screenshot shows the workflow section for a pending approval. It displays the text 'New vendor profile record approval required' with a date of '10/3/2019' and an amount of '\$311.24'. Below this, there are four buttons: 'APPROVE', 'REJECT', 'FORWARD', and 'HOLD'. The 'APPROVE' button is highlighted with a green box. To the right of these buttons are 'CLOSE' and 'SETTINGS' buttons.

## 7.2.5 Rejecting a Statement

1

### 7.2.5.1 Rejecting a Statement

#### Step 1:

In the event you must reject a statement back to the Cardholder to make corrections, click on the *Reject* button in the *Workflow* section.

The screenshot shows the 'Workflow' section of the Tyler HUB interface. It contains a row of buttons: 'My Approvals', 'Approve', 'Reject', 'Forward', 'Hold', and 'Approvers'. The 'Reject' button is highlighted with an orange arrow.

#### Step 2:

2

- Please note that you **must** include a comment when rejecting a statement.
- The statement **does not** have to be rejected to add an attachment.
- Once the corrections are completed, the Cardholder will release again for approval.

# City of Round Rock Procurement Card Manual

**Enter Rejection Information**

Back Accept Cancel

Comment entry

Comment for this action (Required) Correct the org code on transaction to HEB

## 7.2.6 Workflow Actions

- In addition to the *Approve* and *Reject* as actions, there's also *Forward* and *Hold*.
- The City currently does not use the *Forward* or *Hold* buttons.
- If anything needs to be forwarded, it should be done via the *Approval* tile in Munis.
- Please use Munis Approval Forwarding Instructions.

Option	Description
<b>Approve</b>	Changes the Status of the statement to Approved.
<b>Reject</b>	Changes the Status of the statement to Rejected. The cardholder is notified in the Notifications tile on the Dashboard of the rejection. A comment is required for this action.
<b>Forward</b>	Forwards the item to another approver. A comment is required for this action.
<b>Hold</b>	Allows you to keep the item in your approval queue. A comment is required for this action. The held item will remain in the Approval folder until action is taken. This action is recommended rather than just letting an item sit; your manager will know that you've looked at the item and are intentionally holding it.