

G-PISD Credit Card Procedures



eZBusiness

Credit Card Procedures- Frost Bank

- All employees who are issued a credit card will be required to sign a **Credit Card Use Acknowledgment Form**.
- All credit card purchases will require a Purchase Order prior to any charges being made. Issued credit cards have a zero-credit balance and require a credit amount to be loaded. Upon approval of your PO, your credit card will be loaded for the approved amount of the PO.
- Any credit card purchases you make require justification in the notes to the requisition as to why this item cannot be purchased through an approved vendor.
Charges should be limited to:
 - allowable travel related expenditures
 - vendor does not accept Purchase Orders (PO's)
 - one-time purchase
 - Student-Related Meals
- All **itemized** receipts must be submitted attached/uploaded in Skyward within three (3) business days from the date of the purchase or, in the case of travel, from the date employee returns to work.
- Cardholders will provide all purchase order numbers associated with their purchases upon request.

Credit Card Uses		Allowable	Allowable	Not
		Local Funds	Federal Funds	Allowable Any Funds
TRAVEL EXPENDITURES				
	Lodging up to GSA Rates	X	X	
	Lodging in excess of GSA Rates	X		
	Airline (<i>coach/no upgraded seating</i>), Standard Baggage Check-in Fees (<i>up to two for employees <50lb/ea.</i>)	X	X	
	Taxi, Uber, Lift, and other ride-share services to and from the airport only (<i>no tips allowed</i>)	X	X	
	Self-Parking	X	X	
	Valet-Parking (<i>when self-parking not available or other reasonable justification such as personal safety</i>)	X		
	Meals (<i>employee receives per diem</i>)			X
	Meals (<i>traveling with students</i>)	X		
OTHER EXPENDITURES				
	Vendor does not accept Purchase Orders	X		
	One-time purchase from a vendor not on pre-approved vendor list	X		
	Meals for meetings (<i>no tips allowed</i>)	X		
	Meal service charges up to 15% (<i>usually for large groups</i>)	X		
	Snacks, water and other supplies for meetings (<i>use district approved vendors instead</i>)			X
	Reoccurring annual fees (<i>cannot extend across fiscal years</i>)			X

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Requisition Entry:

All requisitions for credit card purchases will be made out to Frost Bank and will require the following information and formatting when entering the requisition description:

LAST4DIGITSOFCREDITCARD_VENDORNAME_PURCHASEDATE(S)_EVENT

Example: 1234 HYATT REGENCY 10/10/2022 – 10/12/2022 TASA MID-WINTER CONFERENCE

This information and formatting are critical for reconciling the numerous credit cards issued by the district. Requisitions that are submitted without the information and formatting above will be denied. The illustration below shows an example of the information and formatting that should be entered into the requisition description.

PO Master Information - WF\PU\PO\PO - 31511 - 05.22.06.00.08 - Google Chrome
skyward.iscorp.com/scripts/wsisa.dll/WService=wsfingregporttx/fpoenedit001.w?hwherfrom=fpoenedit003

PO Setup Information

PO Number: 7302300045 Status: Batch
PO Group: (730) Business Office
* Fiscal Year: 2022-2023
Accounting: Allocation by total PO amount (YMA). Amount: 450.00
* Batch Number: 23
Description: 1234 HYATT REGENCY 10/10/2022-10/12/2022 TASA MID-WINTER CONFERENCE

* Vendor: FROST BANK 111 WEST HOUSTON STREET SAN ANTONIO TX 78 FROST BA000
PO Contact:
* Ship To: GREGORY PORTLAND ISD MAINTENANCE 502 N. GREGORY GREGORY TX 78359 GREGORY 011
Attention: ALBERTO SILGUERO
* Due Date: 09/23/2022 Friday * PO Date: 09/23/2022 Friday
Ship Date: 09/23/2022 Friday Ship Via:
Project/Grant:
Contract:
Procure:
Ref #:
Priority:

All credit card charges must be aligned with the district's annual budget adoption approved by the board. Credit card charges that extend beyond the fiscal year end (08/31/XX), such as reoccurring fees, would be in violation of the district's policy [CE Local]. Credit card holders should be aware that reoccurring charges resulting from saving credit card information on a vendor's site would be violation of district policy.

Card Spending Hold

Individual Credit Cards may be suspended for: purchases made without an approved purchase order, purchases made from a vendor that accepts purchase orders, failure to remit timely receipts for payment/processing or failure to provide information for unidentified charges.

Frost Credit Card Procedures

On or around the 10th of each month you will receive a copy of the FROST transactions for your department or campus.

Once statement is in, you will have 5 business days to fill in, and return to the business office. The information you will be providing is highlighted below.

- The PO that the transaction belongs to
- Y/N - is there back up for transaction attached to the PO (if not please attach at this time)
- Y/N - is there sales tax on the back up (if so add a note to the PO, and provide reimbursement to the district for the amount of the taxes)

ACCOUNT NUMBER	DATE USED	DATE PROCESSED	TRANSACTION DESCRIPTION	AMOUNT	CARD NUMBER	CARD HOLDER	PO # IN SKYWARD	BACK UP ATTACHED Y/N	IS THERE SALES TAX Y/N
*****5562	1/31/2024	2/2/2024	DOUBLETREE SUITES ASTN	\$962.37	4*****1111	CHRIS CASAREZ	XXXXXXXXXX	Y	N
*****5562	1/31/2024	2/2/2024	DOUBLETREE SUITES ASTN	\$1,144.23	4*****1111	CHRIS CASAREZ	XXXXXXXXXX	Y	N
*****5562	2/16/2024	2/18/2024	IN *THINK BIG LEARNING IN	\$875.00	4*****1111	CHRIS CASAREZ	XXXXXXXXXX	N	Y
*****5562	2/14/2024	2/15/2024	TAEA VASE	\$51.00	4*****1111	CHRIS CASAREZ	XXXXXXXXXX	Y	N
*****5562	2/14/2024	2/15/2024	TAEA VASE	\$459.00	4*****1111	CHRIS CASAREZ	XXXXXXXXXX	Y	N
*****5562	2/14/2024	2/15/2024	TAEA VASE	\$357.00	4*****1111	CHRIS CASAREZ	XXXXXXXXXX		

You can find all of your Frost PO's by: 1) Viewing the vendor profile, search vendor key "FROSTBA000"

2) Click on the Purchase Orders tab

3) Sort by PO, or press "CTRL F" to search the last by the last 4 numbers of each Credit card. All are highlighted below.

OR By running an open PO report, or by

Your Frost transactions are not complete if any of these situations apply.

- There is sales tax on your back up that has not been documented on the PO, and returned to the business office.
- There are not enough funds on your PO to cover the transaction, and an additional PO needs to be created.
- There is no approved PO for the transaction.
- There is no back up attached to the PO as supporting documentation.

When the spreadsheet is complete, please send email to Accounts Payable at dkashner@G-PISD.org for processing. Failure to provide requested information in a timely manner may result in suspension of your campus/department Frost Card. For any additional information or further explanation of the process, please reach out to the business office.

CTRL XXXX Last 4 card numbers

VENDOR KEY

PURCHASE ORDER TAB

SORT BY PO NUMBER

Entered	PO/Req Number	STS	Description	Amount	Order From	CC
09/19/2023			MABASSY SUITES SAN ANTONIO, TX 78205	785.00	FROST BA000	
09/25/2023	0012400074	O	7721_MULTIPLE VENDORS_11/16/2023-11/18/2023_HS ART- GAS FOR 2023 TAEA CONFERENCE IN ALLEN, TX- 11/16/2023-11/18/2023	200.00	FROST BA000	
09/28/2023	0012400085	O	7713_HILTON AUSTIN AIRPORT_ TASSP 2023 NATIONAL FUNDAMENTAL 5 SUMMIT 10/1-10-2, 2023_ NOT TO EXCEED 823.00 ROOMS FOR GUS BARRERA, BRITTANY BROWN, AND LUCIA VERRET	823.00	FROST BA000	
10/03/2023	0012400103	O	7739_HILTON HOUSTON POST OAK BY THE GALLERIA HOUSTON, TX_TSCA 2023	400.00	FROST BA000	