



Purchase Procedures 2020-2021

Designated Wisconsin Youth Company (WYC) staff are entrusted with a WYC credit card for purchase of budgeted program expenses. Each card is imprinted with the cardholder name and may only be used by that named employee. The card must be signed by the cardholder, who must agree to its use and restrictions.

Security: At the time of card distribution, a purchasing packet is provided. All purchasing materials and credit card must be kept in a secure location at all times. If at any time the card is lost, misplaced or stolen, the cardholder must contact the **director of finance** immediately (**608-445-8052**), and then their immediate supervisor. The card will be cancelled to avoid potentially unauthorized activity. In most cases a new card will be initiated; processing may take up to 10 business days. Alternate purchasing arrangements will be discussed.

Online Access: Cardholders must initiate an online account for access and monitoring of all activity. Users must create a username, password and choose security questions for their account. Cardholder's will have the responsibility of tracking and monitoring card activity through the online access and reporting any unfamiliar or unauthorized purchases to the accounting department immediately. The online account can be initiated on the website: EZcardinfo.com.

Budget: Monthly credit limits are based on program enrollments that are monitored and adjusted throughout the program term. Budgets are intended for purchases related to the planned activities and general site consumables. No other purchases may be made without written authorization from a program manager or director. To maximize budgets, purchases should be made using the most effective and economical means available. Cost efficient vendors and coordinated shopping trips that use work hours and mileage wisely should be considered.

Milk Purchasing: Sites required to purchase milk will be provided additional monthly credit as noted on the budget form.

Credit Availability: The monthly credit limit is available during the card statement cycle; the first of the month through the last day of the month. Purchases may take up to 48 hours to post onto the statement and cardholders should consider purchases made towards the end of a cycle that may post onto the next month's statement. *Credit limits do not carry over month to month.* Cardholders are responsible for monitoring the current credit available prior to shopping. Transactions above the card limit will be denied until the limit resets.

Vendors: Most WYC programs are fortunate to be located near a wide variety of discount vendors. Credit cards are through VISA and are widely accepted. However, cardholders should be aware of vendors that do not accept VISA and plan accordingly (i.e. Woodman's). Online/internet based purchases are not permitted. Requests for online orders may be submitted through the accounting department. Purchase totals will be deducted from the cardholder's credit limit.

Tax Exempt: Wisconsin Youth Company is a tax exempt organization. Inform the vendor of this status PRIOR to check out. Copies of the exempt certificate are included with the purchase materials and should be made available to a vendor, if requested. See accounting for additional copies, if necessary.

ATM/Cash: ATM and cash withdrawals are **strictly prohibited**. In the event cash is necessary, cardholders must get approval from their supervisor and arrangements will be made through the accounting department.

Receipts: An original itemized receipt is required for every purchase and must be submitted by digital scanning with the monthly credit card activity information. In the event a vendor receipt is not itemized, (i.e. Hobby Lobby, Wisconsin Craft Market or Goodwill) item descriptions must be noted on the receipt. Verify the accuracy of each receipt (i.e. no tax) at time of purchase. No payment for an amount greater than the provided receipt is permitted. Should the amount not match, the payment must be voided and rerun.

Returns: Any return purchase must be in the form of credit back to the issued card and must be attached to the original receipt. The refund activity must also be documented on the monthly credit card register.

Gifts: No gift purchases are authorized, including items for custodians. Any purchases for school personnel will be initiated by program managers or directors. Any questions related to gift giving should be directed to a program manager or director.

Tippling: When ordering food for delivery to site, use a standard tip of 15%. When signing for receipt, be sure it shows an itemized listing of delivery. Indicate the tip amount on the receipt.

Use of Personal Funds: Program purchases with personal funds are discouraged. Purchase documentation and reason must be submitted to a program manager or director for reimbursement. The amount will reduce the cardholder's credit limit.

Expense Coding Purchases: Cardholders must report monthly activity to document each purchase made. A credit card register must be submitted that reflects the type of activity on monthly statements.

Statement Period Requirements: All card holders will be using an electronic process to submit an end of month reconciliation of card activity along with the related documentation. At the month's end, all card users are required to upload their monthly statement, completed credit card register, detailing cost classifications and expense amounts, along with matching receipts to their supervisor by the fifth of the following month. Supervisors will review and submit the activity to the accounting department by the tenth of the month. Please submit all required reporting into a single scanned or PDF file.