

City of Redmond

**Procurement Card (ProCard)
Program**

**Policies & Procedures
Instruction Manual**

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The Procurement Card (ProCard) Program - Overview

Purpose

The ProCard Program allows you, the city cardholder, to purchase goods and services with a total dollar up to \$1,500 using a credit card for a single transaction. The program enables the City to eliminate the purchase requisition, purchase order, invoice and check requirements for these purchases.

The ProCard is a VISA card issued through US Bank to support City procurement functions. It is an ideal tool to streamline the procurement process, and is the preferred method to purchase goods and services under \$1,500 (see exceptions listed on page 6).

Any exceptions granted under this program must be approved by the Finance Director and must be documented in writing.

Benefits

City Cardholders can:

- obtain goods and services fast and easy
- reduce paperwork and processing time
- reconcile purchases and account coding online and increase flexibility in the coding of a particular purchase
- increase productivity
- have the ability to electronically track ProCard activity

Purchasing & Accounts Payable can:

- reduce transaction volumes for low dollar purchases
- issue one (1) payment per month to US Bank vs. multiple payments to multiple suppliers
- focus their efforts on increasing customer service and on higher value purchases

City Suppliers/Merchants can:

- receive immediate payment
-

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Section 1: Obtaining a ProCard

Application Process

Policy

All regular full time, City employees are eligible for the ProCard with their manager's approval. If you place an order with a total transaction value (including tax and freight) under \$1,500 from a supplier who accepts VISA, we strongly encourage you to take advantage of the benefits of the ProCard.

Requirements

There are three (3) simple requirements for receiving your ProCard:

- An approved ProCard Application (obtaining your dept./division manager's signature)
- A signed City of Redmond, Employee ProCard Agreement
- Completion of ProCard Training

Application Process

To obtain a ProCard, follow the process below. For assistance, complete a cardholder application located on the City's Intranet site on the Finance page: <https://redmondgov.sharepoint.com/sites/Finance/SitePages/Procard.aspx>

Stage	Who Does It	What Happens
1	Employee	Complete and Application
2	Dept/Division Manager	Approves ProCard Application
3	Employee	Submits completed application to ProCard Administrator
4	ProCard Administrator	*Processes application with card issuer *Conducts employee ProCard training & distributes cards
5	Employee	*Attends training *Signs City of Redmond Employee Procurement Card Agreement *After training, receives ProCard. *ProCard must be activated from a City landline phone immediately upon receipt

Section 1: Obtaining a ProCard

ProCard Security

Introduction

Your ProCard should always be treated with great care, the same as your own personal credit card. The only person entitled to use the ProCard is the person whose name appears on the face of the card. **Remember YOU are the only person authorized to use your card.**

Safeguarding

The following security measures should be taken to safeguard your ProCard:

- **Do** sign your ProCard immediately upon receipt
- **Do** keep your ProCard in an accessible but secure location
- **Do** guard your ProCard account number carefully
- **Do not** post your ProCard account number at your desk or write it in any other place that is accessible to others
- **Do not** lend your ProCard to another person

Policy: Lost or Stolen ProCards

The City of Redmond is liable for all unauthorized charges against its ProCards until US Bank has been properly notified. **It is very important that cardholders secure them properly.** Failure to promptly report a lost, misplaced or stolen ProCard may result in the City seeking reimbursement from the cardholder for unauthorized charges.

Procedure: Lost or Stolen ProCards

To report a lost or stolen ProCard, please use the following procedure.

Step	Action
1	Notify US Bank immediately at #1-800-344-5696 Representatives are available 24 hrs/day, 7 days/wk. Provide the representative with requested ProCard information, the card will be deactivated immediately
2	Notify City's ProCard Administrator. US Bank will provide ProCard Administrator with a replacement card typically within 5-7 days

Section 2: Purchasing with the ProCard

Commodity Guidelines

Policy

The ProCard should be used for all City business-related purchases under \$1,500 unless identified in the exceptions listed below.

NIGP (National Institute of Governmental Purchasing) Commodity Codes

The City has adopted these commodity or category codes to allow you to identify the type of product or service you are purchasing. When reconciling each transaction, you will be required to identify the proper code which best describes the goods/services you are purchasing by selecting an NIGP code.

EXCEPTIONS/RESTRICTIONS:

The ProCard can be used anywhere the VISA card is accepted with the following exceptions and/or restrictions:

- No Cash Advancements
- No College or Graduate School Degree Program Tuition Reimbursements
- No Computer Hardware/Software purchases **WITHOUT** prior written approval from I.S. Manager (or his/her designee). iPads and other "small and attractive computer assets" may not be purchased with a ProCard.
- No Office furniture purchases **WITHOUT** prior written approval from Purchasing Manager (or his/her designee).

OTHER EXCEPTIONS: Purchase Order or City Contract/Agreement Required

The following goods and services must be obtained through the use of a City Purchase Order or City contract/agreement, originating from a completed and approved *Purchase Requisition Form* submitted by the employee. Refer to the City Intranet site: <https://redmondgov.sharepoint.com/sites/Finance/SitePages/Purchasing-and-Contracts.aspx> page for additional instructions.

- Capital Equipment
- Professional Services Agreements (all)
- Maintenance & Repairs (when individual transaction exceeds \$1,500 ProCard limit)
- Public Work Contracts (all)
- Transactions made possible through the use/access of an Interlocal Agreement
- Human Services Agreements (all)
- Engineering/Surveying/Architectural Agreements (all)
- Instructional &/or Artistic Services Agreements (all)

Section 2: Purchasing with the ProCard

Placing ProCard Orders

Policy

When involved in any aspect of purchasing, you are acting as an agent of the City of Redmond. Therefore, you are responsible to act in the best interest of the City. Your actions must not show, or appear to show, personal favoritism to a supplier at the expense of the City.

Responsibilities

There are two types of transaction limits.

- Dollars per transaction - the maximum limit is \$1,500
- Transaction dollars per month - the maximum limit is \$5,000

Your Authorization Limits are listed above and on the City's Application form. These limits may be adjusted to meet your dept./divisional needs with your manager's approval. Any exception to these limits must be approved by the Finance Director on a case-by-case basis. For assistance, contact your ProCard Administrator.

Acceptance of the ProCard

The ProCard is a VISA card and can be used where VISA is accepted. (If the supplier is not set up to accept VISA, refer them to US Bank for assistance.) The ProCard may be rejected if:

- You have exceeded your individual transaction dollar limit
- You have exceeded your monthly transaction dollar limit
- Your ProCard has been canceled, or reported lost or stolen

Should this occur, contact the ProCard Administrator for assistance.

Procedure

The procedure for placing ProCard orders is as follows:

Step	Action
1	Identify goods and services required to perform job-related task
2	Determine if purchase is within your ProCard Authorization Limits
3	Ensure the items are not on the exception list (see page 6).
4	Obtain pricing, stock and delivery information for items needed. Order items or services that are immediately available. Ensure one complete shipment or pick-up per ProCard order.
5	Ensure the supplier immediately processes your charge
6	If used, update your ProCard Transaction Log (see page 9)
7	Retain all ProCard receipts, packing lists and shipping documents in a safe place until you are ready to reconcile your statement, as you will need to forward these with your reconciled transaction summary

Section 2: Purchasing with the ProCard

Product Delivery

Policy

ProCard orders must be shipped complete. If the supplier does not have all of the items in stock, order only what is immediately available. You may order the balance on a separate transaction when the items are in stock. Likewise, if a needed service is desired to be performed over several intervals, order the services on separate transactions.

Supplier Shipments

Please use the following procedure for supplier shipments.

Step	Action
1	Order item(s) or request service(s) that are immediately available. Do not allow the supplier to make a partial shipment, backorder the balance, and charge you for the total quantity
2	Request the supplier enclose a copy of the ProCard sales receipt with each shipment
3	Give the supplier complete shipping instructions, including your name, location address and your mailstop
4	Request the supplier note on the outside of the package in bold letters " ProCard Purchase " and " Your Name " this will ensure the package gets forwarded unopened, directly to you
5	Inform the supplier they are NOT to write your ProCard number anywhere that will be visible to anyone other than yourself
6	Upon receipt of goods and services ordered, file your ProCard receipt, packing list and shipping document in a safe place until you are ready to reconcile your monthly statement, as you will need to forward these with your reconciled transaction summary

Will Call Orders & Services Performed On-Site

Please use the following procedure for will call orders and on-site services.

Step	Action
1	Ensure you receive all items/services in the quantities specified on your ProCard receipt
2	Obtain your copy of the ProCard sales receipt at time of will call or on-site performance of services
3	File your ProCard receipt in a safe place until you are ready to reconcile your monthly statement, as you will need to forward these with your reconciled transaction summary

Section 3: Managing Your ProCard Account

Documenting Your ProCard Transactions

Policy

You are encouraged to maintain the following records and documentation:

- ProCard Transaction Log
- ProCard File

Transaction Log (optional use)

The *ProCard Transaction Log* (see Appendix A), if used, should be updated immediately each time you make a purchase. The transaction log contains the following fields:

- Transaction/purchase date
- Merchant/supplier name
- Item/service description
- Transaction total
- Deliver/service date
- Notes

ProCard File

Maintain a separate file for each containing the following information:

- Original ProCard receipts
- Packing lists
- Shipping documents
- Any other supporting documentation

Section 3: Managing Your ProCard Account

Reconciling Your ProCard Transactions

US Bank Access Online web application will allow you to verify the transactions appearing on your ProCard account. **The actual reconciling of these transactions will be done in the SAP Concur application: <https://us2.concursolutions.com/>, including changing the accounting information and/or the budget account code(s) for each transaction.**

Policy

ProCard holders are required to substantiate all transactions shown on their account and edit the account code(s) for accurate cost accounting. Once the *Access Online* system has informed you that there are charges appearing on your account, you must reconcile all charges (debits and credits) in a timely manner but in no case, less than 30 days. If you will be unavailable to complete the required review during this time, you are responsible for designating someone in your area to complete it in your absence.

You are encouraged to reconcile just as soon as the statement period has closed on the 25th of each month. Expense reports are due to approvers by the 7th of the month.

Approvers must send the reports to the NBU owners by the 15th of the month.

If you fail to reconcile your software by the 7th of each month, your default budget account number will be used to auto-reconcile any remaining unreconciled charges.

If your reconciled charges and supporting documentation are not submitted to Accounts Payable within the designated 30 day time period, your ProCard account may be suspended for an initial 30 day period or until the information is received. **After the third occurrence, your ProCard may be canceled.**

Procedure

Please use the following procedure to reconcile your ProCard transactions.

Step	Who Does It	Action
1	US Bank's Access Online system	Posts charges to your ProCard account online.
2	Employee	Access your personal ProCard profile and verify purchases against your account. Verify and/or change budget account code(s) for each transaction (<i>Unchanged or invalid codes will be paid against your specific default account code</i>). Contact the ProCard Administrator if you need to change your default account code.
3	Employee	Sign into SAP Concur to reconcile your transactions and attached the required documentation.
4	Employee	Submit the SAP Concur expense report to your supervisor (done in Concur)

Section 4: Returns and Disputes

Processing Returns & Billing Errors

Policy

Merchandise returns and billing errors are the cardholder's responsibility. ProCard is much like a consumer credit card -- cardholders must communicate with suppliers to process returns, correct billing errors, and ensure the proper credit has been issued. In most cases, returns and errors can be resolved directly between the cardholder and the supplier.

Procedure

Use the following procedure to handle returned items.

Step	Action
1	Contact the supplier that provided the item/service to discuss the problem and agree to a solution. (For billing errors not involving a return, skip to Step 5)
2	Request return instructions and/or obtain a Returned Materials Authorization (RMA) number from your merchant
3	Package and ship product back to merchant
4	Obtain a mailing or shipping receipt for the package. This will be needed in case the merchant does not process the credit promptly
5	Request a copy of the credit receipt from the supplier, record credit in your " <i>ProCard Transaction Log</i> " (if used) and retain this credit receipt in your <i>Transaction File</i> "
6	Verify that credit has been processed in the next billing cycle

Section 4: Returns and Disputes

Handling Billing Disputes

Definition

A **dispute** is the action taken by the cardholder to notify US Bank, that a specified charge appearing on your account is an unauthorized transaction.

Policy

The cardholder is responsible for resolving all disputes with US Bank. The **City of Redmond will not handle disputes**. All charges will be paid upon invoicing. Once the cardholder has reached a resolution with US Bank, a credit to the cardholder's account will be processed by the next billing cycle.

US Bank Customer Service

US Bank Customer Service Representatives are available 7 days/wk, 24hrs/day by calling 1-800-344-5696 (this number is also located on the back of your ProCard).

Procedure

Because you, the cardholder, are the closest person to the transaction, you should attempt to resolve dispute issues first with the supplier. Typically, most issues can be handled at this level with the supplier placing a credit on your ProCard account. If unsuccessful at resolving the issue with the supplier **you will need to dispute the transaction within the Access Online application.**

Step	Action
1	Under Transaction Management, select a Dispute Reason
2	Complete all required fields and click "Continue" for a printable version of the form. All disputes require a physical signature of the Cardholder.
3	Print, sign, fax or mail your dispute form. Your dispute will <u>not</u> be processed if this form is not received within 21 day of the dispute date. Mail: US Bank Customer Service PO Box 6344 Fargo, ND 58125-6344 Fax: 1-701-461-3463
4	Expect this process to take 3 - 4 weeks to complete.

Section 5: Things You Should Know & Things You Do Not Want to Do

Extended Absence, Changes, Audit & Enforcement

Extended Absence

If you will be absent from the City for an extended period, please seek assistance from the ProCard Administrator to determine the best options to cover your procurement responsibilities.

Changes

Each ProCard has an account number linked to a specific budget account number default. If you change departments or leave the City please contact the ProCard Administrator.

If you are making an internal move (to a new department or division), you will need to complete an application revision and have it signed by your new manager.

Audits

To ensure the continued success of the ProCard Program, your account number will be open to internal audit requirements. Routine review of your files may be conducted by the internal ProCard Team and periodic review as part of the annual audit by the state.

Enforcement

Statements Not Reconciled - Your ProCard may be canceled if timely reconciliations are not received.

Personal use of the ProCard – ProCards are to be use for City business only and no personal use is authorized. In the event that personal use occurs on a City ProCard, the cardholder shall be billed for any such charge and shall remit payment for such charge within seven (7) days of the issuance of the bill and may also result in:

- Disciplinary measures that may include termination and/or legal action.
- Permanent revocation of the card.
- Direct payroll deductions for any unauthorized or personal charges made on the ProCard.

Termination of Employment – We request you return your ProCard to the ProCard Administrator when you leave/terminate your employment with the City of Redmond. ProCards must be reconciled before separating from the City.

Section 6: Establishing an Account at US Bank

Using the US Bank Access *Online* Program

This Internet tool will allow you to view maintain your personal profile for your ProCard and view your incoming ProCard transactions. In order to access this tool, you must first register as a user (create a personal profile).

1. Log-on to the US Bank Access Online website at: <https://access.usbank.com>
2. First time entry only: Follow the procedures required to establish a “personal profile” including typing in the City’s Organizational Short name: **REDMON**, once you have created a profile in this system and connected your personal ProCard number to the City’s account, you will receive a temporary password to use the system.
3. Once your personal profile has been created in the system each time you log in, you will be asked to enter:
 - User ID
 - Password
4. **To reconcile all of your charges refer to the training material presented in the SAP Concur training class / material.**



U.S. Bank VISA Procard Self-Registration Set-Up (First Time Log-In)

Welcome to the U.S. Bank VISA Procurement Card program. The reconciliation software you will be using is called Access Online. To begin utilizing Access Online you need to get registered. Access Online self-registration allows you to create your own User ID and Password and is easy to use. Just like the rest of the Access Online features, self-registration has been designed to be intuitive; however, to ensure a positive experience, here are a few helpful hints:

- Go to: <https://access.usbank.com> and click on the “Register Online” link
- When asked to enter your company short name, please use **REDMON**
- Enter your card number and expiry date and click on Register This Account
- The City will be using one, shared # for the social security requirement, which is **SSN #000001234**
- User ID's must be 7 to 12 characters in length and can be alpha and/or numeric (*No special characters*). User ID's must also be unique; try to think of a distinctive ID (*i.e. if your name is John F Smith try the User ID jofsmith3*)
- Passwords must be 8 to 20 characters in length, with at least one alpha, one numeric, and one special character
- User Verification is used to authenticate your account if you forget your User ID or Password
- Enter contact information. For ZIP/Postal Code, use your billing statement or **980739710** (*no hyphen*).
- Phone number format: No dashes, hyphens, parenthesis or spaces (i.e. 6121234567)
- Email: **Use your City of Redmond email address only (for example JDoe@redmond.gov)**
- When entering information in self-registration, if any of the entered information is not valid the system returns an error message. You have three attempts to correct the information. If all three attempts fail, the account with incorrect information will be locked out from self-registration. You will need to contact U.S. Bank Customer Service at **1-800-344-5696** to unlock your account

Congratulations, you are now registered to enter Access Online. To maximize your online experience, check out the system's web-based training materials, a link to this training is located on the left hand side of the main page.

The Procurement Card (ProCard) Instruction Manual Appendix A

Who to Call

City of Redmond:

ProCard Administrator

Kelly Hsi

Phone – x2162

MailStop – 3NFN

Email – khsi@redmond.gov

New Cards & Changes, Unlock your Cardholder Account & General Questions

Reconciliation Administration

Accounts Payable

Phone – x2158

MailStop – 3SFN

Email – accountspayable@redmond.gov

US Bank:

Customer Service Access Online (*Software System Help, Password Reset*)

1-877-887-9260

Customer Service (*Lost/Stolen Card, Unlock your Cardholder Account & General Questions*)

1-800-344-5696

EMPLOYEE EXPENSE REIMBURSEMENT POLICY

The City of Redmond reimburses its employees and elected or appointed officials for reasonable travel, subsistence and related expenses incurred while conducting City business, provided that the expenses are prudent and directly related to the individual's service on behalf of the City. Given that some of these reimbursements are taxable, all reimbursements are made via the Payroll system and will be included on your check/direct deposit form. Those that are not taxable will be processed accordingly within the Payroll system.

ADMINISTRATION

The Finance Director administers the reimbursement program, designs and distributes forms and instructions, and carries responsibility for review of claims. Claims will not be allowed without a detailed account of monies spent, certified by the individual making the claim. Claims will be paid in accordance with State law, City policy and IRS regulations. The deadline for submission of claim forms to Payroll will coincide with pay period end dates. All Claim for Expense forms received by 5:00 of the 15th and last day of the month will be processed and reflected in your pay on the 25th & 10th respectively.

DOCUMENTATION

Claims for reimbursements must be made on official City forms, and the claim form must be signed by the individual seeking reimbursement. All reimbursement requests, other than for Per Diem, must be accompanied by the supplier's original receipt showing the date, supplier imprinted name, amount paid and the items/services received.

Per Diem is only allowed for City personnel in "travel status," defined as traveling greater than 50 miles from the City, and is discussed in detail in the City's Travel Policy. No meal receipts are required for per diem. Claims for meals must be all Per Diem or all receipts for any one trip. No mixing of Per Diem and receipts is permitted.

Reimbursement requests for the actual cost of meals are required to be accompanied by an itemized receipt listing the individual food/drink items consumed. Additional documentation, such as a copy of your credit card statement or credit card charge slip, may be requested for payment verification.

Claims for meals require the following additional documentation:

1. the names of the individuals consuming the meals
2. the nature of the topics discussed, nature of the occasion, what public purpose or policy was being served, copy of agenda and/or registration form that includes the date, time and location of the event

Employee claims for expenses must be signed by the department head, or by his/her designee. Employees (other than the Mayor) may not sign their own Claim for Expense form even if they are a designated signer. Expense claims for a department head or acting department head must be signed by the Mayor or his/her designee. Expense claims for council members must be signed by the Council President or the Mayor.

FOOD AND BEVERAGES

There is no state law explicitly authorizing cities to pay for food and beverages with public funds. Lacking a law, the responsibility is placed on the local city to determine its policy for paying for food and beverages for employees. It is expected that City business between/among employees can be conducted on City premises during normal working hours. Reimbursement for internal staff working lunches/other meals should be the exception rather than common practice and will require advance reimbursement approval of the Department Director.

The City uses the following guidelines in determining the use of public funds for expenditures for food and beverages:

1. Who will consume the food and drink?
2. What is the nature of the occasion for the consumption?
3. What public purpose or policy objective will be served?
4. Why is it necessary to consume food and beverage to carry out the policy?
5. Are the expenses “reasonable”?
6. Are the expenses consistent with the policy authorizing reimbursement?

The City must also consider Internal Revenue Service regulations covering the income tax consequences of providing food and beverages to employees. Any questions regarding tax implications for a reimbursement should be directed to the Accounting Services Manager.

GENERAL IRS MEAL REIMBURSEMENT REGULATIONS (*see following sections for specific examples*)

The following food and beverage expenses qualify as non-taxable under the IRS code:

1. Meals consumed while in Travel Status for City business. Travel status is defined by the City as traveling greater than 50 miles from the City. Travel status is further defined by the Internal Revenue Service as requiring an overnight stay. An agenda or business purpose for the trip is required.
2. Business meals between City employees and non-City employees that can reasonably be expected to bring a specific business benefit to the City (e.g. a new store is contemplating locating in Redmond). These meals would typically involve the Mayor and business people seeking to increase business in Redmond. Restaurant meals with current or potential City suppliers (vendors/contractors/consultants, etc.) would not qualify under this category.
3. Meal expenses directly related to and necessary for attending business meetings or conventions of organizations directly related to City business. These organizations include chambers of commerce, business leagues and trade or professional organizations such as the American Planning Association, American Public Works Association, etc.
4. Meals provided by the City that meet the following three criteria:
 - The meal must be brought to the employee; cash may not be given to the employee to buy a meal.
 - The meal must be provided at the City’s business premises. This may include temporary work sites, such as a rented hotel conference room, if business is conducted there. Public restaurants do not normally qualify as business premises.
 - The meal must be provided for the City’s convenience and have a sound business justification. Examples include:
 - Meals furnished during work hours so employees are available for emergency calls during the meal. Evidence must be provided that an emergency occurred.
 - Meals delivered to the office for a group meeting that spans a mealtime and the meeting cannot be interrupted for a meal break.

The following food and beverage expenses are taxable under the IRS code.

1. Meals purchased while attending local training sessions/classes that are not included in the registration fee. Local training means training that does not qualify as being in Travel Status per IRS overnight stay requirements discussed previously.
2. Meals consumed while transporting City or non-City participants to recreation programs.
3. Meals between City employees and/or non-City employees off the City premises that otherwise qualify for reimbursement under City policy.
4. Meals consumed while transporting and/or chaperoning City or non-City participants to City-sponsored Parks and Recreation programs or events where paid staff are required for safety and supervision. Examples include, but are not limited to, programs or events at restaurants for Adaptive or Senior participants.

RETREATS/MEETINGS/TRAINING SESSIONS

Council Retreats/Executive Team Retreats/Department Retreats to determine goals and objectives for the department/City: The reasonable cost of necessary food and beverages while conducting a City retreat is authorized for reimbursement. Department heads are responsible for determining the appropriate number of retreats per year for their department. *Non-taxable.*

City Hosted Training/Special Meetings: Examples include regional meetings that rotate among jurisdictions, multi-jurisdiction trainings and supplier demonstrations.

1. The City will pay the reasonable cost of beverages and snacks. *Non-taxable under the IRS De Minimis meals category.*
2. Meal expenditures require the Department Director's advance approval. Meals must be served on City business premises and be for the convenience of the City and have a sound business purpose. *Non-taxable.*

Boards and Commissions Meetings: The City will pay the reasonable cost of beverages and snacks (not to include meals). *Non-taxable under the IRS De Minimis meals category.*

Professional and Trade Association Meetings: The City will pay the cost of meals included as part of the registration or purchased separately to be consumed at meetings held during a meal time. Examples include the Chamber of Commerce, American Planning Association, Puget Sound Finance Officers Association, etc. *Non-taxable per specific IRS regulation.*

BUSINESS MEALS AND WORKING LUNCHES

Business Meals Between City Employees: Meals (including snacks) between City employees will not normally be reimbursed. It is expected that City business between City employees can be conducted on City premises during normal working hours. The following exceptions may occur:

1. If the meeting must be conducted in private and a conference room or office with a closed door is not available, conducting the meeting at breakfast or lunch is allowable. *Taxable.*
2. If the schedules of the City employees involved in the meeting are full, the meeting cannot be delayed, and the only available time to meet is at breakfast, lunch, or dinner, reasonable meal expenses will be paid. *Non-taxable if the meal is provided on the City premises for the convenience of the City. Taxable if the meal is eaten off the City premises.*

Working Lunches: The City recognizes that there are occasions when it may be necessary for a group of employees to work through lunch in order to meet a deadline or to keep a group convened in order to accomplish the task. To be considered a working lunch, the meeting must span over the group's normal lunch hour.

For reimbursement or payment the following must be included with the request or requisition:

- Department Director's approval
- Agenda for the meeting
- List of attendees

Business Meals Between City Employees and Non-Employees: The reasonable costs of necessary meals while conducting City business with persons other than City employees, either locally or out of town, are authorized for reimbursement. Employees seeking reimbursement for meals of a non-Employee must obtain prior approval from the department head or his/her designee. *The employee's meal is non-taxable if the meal is provided on the City premises for the convenience of the City, or if the employee is in Travel Status for the City, which is defined as traveling greater than 50 miles from the City. The employee's meal is non-taxable if it meets the IRS test of providing a specific business benefit to the City (normally only the Mayor will qualify in the specific business benefit category). The employee's meal is taxable if the meal is not related to City travel and is eaten off the City premises.*

GUIDELINES FOR USING THE PROCARD FOR TRAVEL

Procards may be used for making travel arrangements for the items listed below. The following documents are required when you submit your Procard reconciliation to Purchasing. For additional information and requirements when using a Procard, refer to the Procard section on the Finance Department web page.

Conference Registrations:

- Registration form (completely filled out)
- Schedule of events; programs
- Out-of-town (\geq 50 miles from Redmond) travel
- Travel Authorization Form
- Receipt for registration fee

Airfare:

- Itinerary/receipt
- Registration form (completely filled out)
- Travel Authorization Form

Accommodations:

- Itemized receipt from hotel
- Personal charges (movies, laundry service, phone calls, etc.) must be paid personally upon check-out (not with your City Procard)
- Copy of completed registration form
- Travel Authorization Form

Meals:

- Itemized receipts for meals. No alcohol may be included on the receipt and the maximum allowable for a tip is 20%. (*Note: If you plan to use per diem for meals while travelling, do not charge any meals to the Procard. You cannot use receipts for some meals and per diem for others on the same trip. All meals must be reported as per diem only or receipts only.*)
- Travel Authorization Form

City of Redmond - Employee ProCard Agreement

This agreement outlines my understanding and acceptance of the responsibilities I have as a holder of a City of Redmond ProCard.

I understand that it is my responsibility to:

1. Read and understand this entire agreement before signing. (Contact the ProCard Administrator for clarification, if needed.)
2. Read, understand, and comply with all Purchasing Policies and ProCard Policies and Procedures.
3. Comply with the transaction limit imposed on my ProCard. I understand that "splitting" of purchases to bypass the transaction limit is not allowed.
4. Use my ProCard for the purchase of goods and payment for allowed services for the conduct of City business only, and never for personal use.
Personal use of my ProCard is not acceptable. I understand the consequences of using my ProCard for personal purchases will include:
 - A written warning for the first offense.
 - Suspension of my ProCard privileges for one year with a second offense.
 - Loss of ProCard privileges which may result in disciplinary or legal action for a third offense.
5. Keep my ProCard secure and stored separately from personal credit cards in the City-provided RFID sleeve to prevent skimming or accidental personal use.
6. Never loan my ProCard to anyone else.
7. Obtain and retain detailed, itemized receipts for all purchases.
8. Use the U.S. Bank Access Online program to set up email notification reminders of statement closing dates.
9. Immediately following statement closing (approximately the 25th of each month), use the SAP Concur program to electronically reconcile all activity that appears on my monthly ProCard statement, including:
 - a. Verify the accuracy of each charge against the receipt.
 - b. Verify budget account codes and, if necessary, reallocate charges to the appropriate budget account consistent with the type of purchase.
 - c. Attach all receipts and supporting documentation.
 - d. Once reconciled, submit the expense report. Reports are due to approvers by the 7th of the month. It will be routed automatically to an approver (generally your supervisor).
 - e. The approver will then route it to the appropriate NBU owner(s). Reports are due to the NBU owners by the 15th of the month.
10. Report a lost or stolen card, fraudulent activity or discrepancies immediately to US Bank at 1-800-344-5696, as well as to the City's ProCard Administrator. U.S. Bank representatives are available 7 days a week, 24 hours/day. This action is required to relieve the City and myself of liability for fraudulent use.
11. Resolve all discrepancies by working with the merchant/supplier, U.S. Bank, and the City's ProCard Administrator as needed.

I understand that if I do not meet the monthly deadlines I will receive an email notification. If I receive three of these notifications my ProCard will be suspended and no further purchases allowed. To remove the suspension, I must submit a written explanation and request to reinstate ProCard privileges to my department director. Final approval from the Finance Director is required to reactivate my cardholder account.

I understand that my ProCard is the property of the City of Redmond, and therefore, I may be periodically required to comply with internal control procedures designed to protect City assets. This may include being asked to produce the ProCard to verify its existence and providing assistance in auditing review of its use.

I understand that all charges will be billed directly and paid directly by the City of Redmond, and that U.S. Bank cannot accept any payment from me directly.

I understand that any misuse of the ProCard or failure to comply with ProCard policies and procedures may result in (a) disciplinary measures that may include termination and/or legal action, (b) permanent revocation of the ProCard and/or (c) direct payroll deduction for any unauthorized or personal charges made on the ProCard.

I understand that this signed agreement will be kept in my personnel file in Human Resources.

My signature below indicates that I have read and understand my responsibilities as a ProCard holder, and that I agree to adhere to the guidelines established for the program as outlined in the City's ProCard Policies and Procedures. I also agree to be responsible for my ProCard use and authorize the City of Redmond to deduct charges resulting from my misuse of the ProCard from my paycheck.

Employee Signature _____ Date _____

Employee Name (Please Print) _____