

INTER-OFFICE CORRESPONDENCE
Los Angeles Unified School District
Accounting and Disbursements Division

DATE: September 15, 2015
TO: American Express Business Cardholders – District Provided
FROM: V. Luis Buendia, Controller
SUBJECT: POLICIES FOR AMERICAN EXPRESS CORPORATE CARD APPLICATION, USE AND PAYMENT PROCEDURES

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GUIDELINES: The following guidelines apply:

I. NEW CORPORATE CARD

A request for a new Corporate Card may be made by filling out an American Express Corporate Card Application (Attachment A) and submitting it to the Accounting & Disbursements office. This request will be approved by the Superintendent.

II. USE OF CARD

The Corporate Card represents a method of payment only intended to provide flexibility for official District business. It is not meant to circumvent the procurement process. Authorization for expenditures must be expressly received through contract, travel authorization, or post ratification of monthly expenditures.

The Card may only be used for transactions that would be reimbursed or could be contracted for under existing District policies and procedures. All purchases must comply with District policy as well as federal and state regulations.

II. USE OF CARD – CONTINUED

For guidelines on allowable expenditures, refer to: BUL-6333.0 Purchase of Meals/Refreshments/Food for Advisory Committees; BUL-2188.0 Purchase of Meals/Refreshments/Food; BUL-5525.2 District Policy for Travel and Attendance at Conferences or Conventions; Procurement Manual 6th edition. Each of these are reviewed and updated for your reference.

Use of the Corporate Card for Travel, Conference or Convention Attendance requires the completion of Form 10.12.1. Completed and approved Forms 10.12.1 should be kept with the Corporate Card supporting documentation.

Per Diem reimbursements for travel and conference attendance may not be claimed for days in which a meal was paid by a Corporate Card unless the user reimburses the District for the meal.

The District will directly pay for all charges on the Corporate Cards. In the event the Corporate Card was used for personal charges, the card holder will be responsible for the prompt reimbursement to the District.

III. RECONCILING MONTHLY STATEMENTS

Each cardholder is responsible for reconciling their expenditures on their monthly credit card statements. The following steps are designed to as a guidance in reconciling monthly statement for District-issued Corporate Card accounts:

1. Monthly billing statements are issued around the 28th of each month. Upon receipt, the Accounting Controls office will forward a copy of the billing statement to the account holder. In order to properly document the business charges, account holders must review their statement monthly. Within five (5) working days of receiving the statement, account holders must complete and sign the attached Corporate Card Charges Attestation

III. RECONCILING MONTHLY STATEMENTS - CONTINUED

Forms and return it to the Accounting Controls office, 26th floor, Attention: Controller

2. A billing statement for which there is no attestation form submitted will be presumed personal and the account holder will be liable for all charges appearing on the bill. A personal reimbursement check should be made payable to "Los Angeles Unified School District" and submitted to the Accounting Controls office on the 26th floor along with the attestation forms. If cash is submitted for reimbursement, a receipt will be issued by the Cash Receipts office.

3. If there are questionable or improper charges, the account holder needs to call American Express within 45 days of receiving the billing statement. The American Express toll free number can be found on the back of the Card.

IV. REVIEW AND AUTHORIZATION

The Senior Executive staff's Corporate Card charges will be gathered in a report and submitted to the Superintendent, or designee, for review and approval quarterly.

The Superintendent's and Executive Officer of the Board's Corporate charges will be gathered in a report and submitted to the Board of Education as part of the warrant board report for approval quarterly.

V. RECORD KEEPING

Account holders will be responsible for keeping all original receipts and any supporting documentation related to District-issued Corporate Card accounts. These records shall be submitted to Accounting Controls at fiscal year-end.

Please verify that the itemized receipts have all the following pieces of information on them:

1. Nature of the Expense (Lunch Meeting, Conference Travel, etc.)
2. Who or For Whom
3. Business Name
4. Date
5. Item(s) Purchased
6. Price of Each Item
7. Total Amount of Bill

Accounts Payable will provide to Accounting & Disbursements information on any travel or expense reimbursements made to account holders. Accounting & Disbursements will review the information against charges made on the Corporate Cards. If any instances of duplicate expenditures or reimbursements are found, the account holder will be required to reimburse the District.

VI. SURRENDER AND CLOSING OF THE CORPORATE CARD

Upon surrender of the Corporate Card, the Card will be immediately deactivated and a final reconciliation will be prepared.

Please note that District expenses will be charged to the location's supply account unless otherwise specified.

RELATED RESOURCES:

American Express Corporate Card Application
Monthly Statement Sample
Attestation Form – Approved Charges with Signature
Attestation Form with Funding Stream
BUL-5525.2 District Policy for Travel & Attendance at Conf. or Conventions
Form 10.12.1 Travel, Conference, Convention or Meeting Attendance Form
BUL-6333.0 Purchase of Meals/Refreshments/Food for Advisory Committees
BUL-2188.0 Purchase of Meals/Refreshments/Food
Procurement Manual 6th Edition

ASSISTANCE:

For assistance, offices may call Accounting Controls at (213) 241-0613 or
Accounting & Disbursements Division at (213) 241-7889.