FISCAL MANAGEMENT

Procurement Card Management

I. Purpose

To establish procurement card program procedures.

II. Overview

Procurement cards provide an alternative method for Prince William County Public Schools (PWCS) to purchase goods and services in an efficient and effective manner. Given the ease of use, it is critical that the Budget Holder ensure goods and services are purchased in accordance with established procurement policies and regulations. Additionally, to protect against fraud and misuse, the Budget Holder must safeguard procurement cards issued to staff and ensure that adequate internal controls are in place in their school/department. The Director of Financial Services will ensure the Division’s global internal control environment is strong and supports the use of procurement cards.

III. Responsibility and Authority

A. The Director of Financial Services shall be responsible for periodically evaluating the Divisionwide internal control environment and implementing changes to address and enhance controls. The Director has authority to revoke or temporarily hold cards that are not in compliance with this or any PWCS regulation as timely actions are an essential component for a strong internal control environment. The Director will either act as the Procurement Card Administrator or will be responsible for the delegation of these responsibilities.

B. The Procurement Card Administrator shall be responsible for approving card use procedures relating to procurement; i.e., per-order limitations, allowed products.

C. The Budget Holder shall be responsible for ensuring compliance with the provisions of this regulation, referenced regulations, and attached documents. They may revoke or recommend revocation of any user within their school/department who does not adhere to this regulation or who misuses the card.

D. The Budget Holder shall be responsible for the oversight of the card program at their school/department.
E. The card custodian shall be responsible for safeguarding and releasing procurement cards for use. Among other duties as listed in the “Definitions” section below, the custodian must also maintain a Procurement Card Activity Log (Attachment E) to ensure transactions are recorded in a timely manner. Procurement Card Activity Logs (Attachment E), with relevant information, shall be submitted with the monthly reconciliation.

F. The card user shall be personally responsible for all charges made to the card(s) that have been issued to them. The card user shall advise suppliers that PWCS is exempt from Virginia sales tax and should present a copy of the Virginia Sales & Use Tax Certificate of Exemption (ST-12) to the supplier. The card user should retain all original, itemized sales slips, and/or register receipts and submit them to the card custodian.

IV. Definitions

A. Procurement Card – A procurement card issued by a financial institution for the purpose of acquiring goods and services in an efficient and effective manner within procurement guidelines.

1. Department or School Named Card – A procurement card issued in the name of the department or school, used by multiple authorized personnel within the Budget Holder’s assigned area of responsibility. This card type is assigned only with the approval of the Director of Financial Services.

2. Individual Named Card – A procurement card issued in the name of the individual user of the card. This card type is assigned only with the approval of the Budget Holder and the Director of Financial Services.

B. Procurement Card Administrator – An Office of Financial Services employee assigned to administer the procurement card program.

C. Procurement Card Coordinator – An Office of Financial Services employee assigned to coordinate the procurement card program.

D. Budget Holder – Principal, director, or other manager with budget authority who approves purchases and ensures transactions are conducted in accordance with PWCS policies and regulations. The Budget Holder is also responsible for signing both the procurement card statement and Procurement Card Activity Log (Attachment E) prior to the reconciliation packet submission to the Office of
Financial Services. Mutually exclusive role, not to be combined with card custodian role.

E. PWCS Employee – Full or part-time contracted employee. Does not include temporaries, substitutes, or any other person not contracted as a permanent employee.

F. Card Custodian – A PWCS employee assigned by the Budget Holder to safeguard and release procurement cards for use. Responsible for reclassifying transactions; downloading of procurement card statement; completing and signature of the Procurement Card Activity Log (Attachment E); and preparing, reconciling, and signing of monthly reconciliation packet to be sent to the Office of Financial Services. The reconciliation is performed by verifying all transactions on the financial institution’s procurement card statement agrees with the original itemized receipts and agrees with the Procurement Card Activity Log (Attachment E). Mutually exclusive role, not to be combined with Budget Holder role.

G. Card User – A PWCS employee authorized to use procurement cards to purchase goods and services. Procurement Card Employee Acknowledgement Disclosure form (Attachment B) must be signed by the Budget Holder and on file with the Office of Financial Services before use of the card is permitted.

H. Financial Institution – The contracted procurement card service provider that issues procurement cards.

V. Procurement Card Program

A. Procurement cards shall be used only by PWCS employees for authorized business expenses in direct support of the education mission of PWCS. Any misuse of the procurement card shall result in suspension, use restriction, or revocation of the card for a period established by the Director of Financial Services. See the “Compliance” section of this regulation for a clarification of the consequences that may apply when a procurement card is temporarily suspended, restricted, or revoked. To obtain and maintain a procurement card, the Budget Holder shall:

1. Read and sign the Procurement Card Budget Holder Statement of Responsibility form (Attachment A) to accept responsibility for ensuring compliance with all aspects of the procurement card program within their school or department.
2. Attend training every three years as mandated by the Office of Financial Services and pass the procurement card test. Also, shall ensure the card custodian attends training every three years.

3. The Budget Holder shall ensure that every employee within their area of responsibility authorized to use the procurement card(s), completes the Procurement Card Employee Acknowledgement Disclosure form (Attachment B), and forwards the original to the Procurement Card Coordinator in the Office of Financial Services. New principals, department heads, or other managers with budget holder responsibilities should ensure that all Procurement Card Employee Acknowledgement Disclosure forms (Attachment B) for their school/department are updated within 30 days of assuming their new positions.

4. The Budget Holder shall ensure that all Procurement Card Employee Acknowledgement Disclosure forms (Attachment B), and Budget Holder Statement of Responsibility forms (Attachment A) are updated annually and submitted by September 30.

5. The Budget Holder shall promptly notify the Procurement Card Coordinator of any personnel changes via email.

B. Requesting a Procurement Card

1. The Budget Holder shall submit a request based on the type of card needed (Refer to description of Definitions, V.).

   a. Department or School Named Card–The Budget Holder must complete the New Procurement Card Requests, Changes, and Cancellation form (Attachment C) and forward the original to the Procurement Card Administrator in the Office of Financial Services.

   b. Individual Named Card–The card holder must complete the New Procurement Card Requests, Changes, and Cancellation form (Attachment C) and obtain approval from their respective Budget Holder or level associate superintendent and forward the original to the Procurement Card Administrator in the Office of Financial Services.
2. The Budget Holder shall assign a budget code to each card. Cards may not be assigned to budget codes related to salaries, fringe benefits, or reserves.

3. The Procurement Card Administrator, or designee, will review procurement card requests for completeness and accuracy and, upon approval, forward the request to the financial institution. The Office of Financial Services shall retain all properly approved requests. The Budget Holder is responsible for ensuring that all forms are updated as staff changes occur.

4. The financial institution will send new procurement cards within seven to 10 business days to the Office of Financial Services for verification, activation, and distribution to the Budget Holder or the card custodian.

C. Use of Procurement Card

1. Procurement cards shall be used in accordance with established Purchasing policies and regulations. If items are purchased that exceed the single quote threshold set by Purchasing, competition must be obtained in the same manner as purchases done by purchase order. While there is no requirement to obtain competition for purchases less than the delegated authority, price quotes are encouraged whenever possible.

2. Procurement cards are for business use only; no personal purchases shall be made with the card. Misuse of the card may result in revocation of the procurement card and disciplinary action, up to and including termination of employment. In addition, the card users accept personal financial liability for inappropriate use and/or lack of appropriate receipts and will be responsible for reimbursing PWCS for inappropriate charges.

3. Purchases shall not exceed the daily transaction limit, the single transaction limit, or the monthly cycle limit as set per card type. See chart of limits in the notice associated with this regulation. All exceptions must be preapproved by the Director of Financial Services. A written request via email stating the purpose of the transaction, the amount requested, the last four digits of the card, and date(s) of the transaction should be submitted to the Director of Financial Services with a copy to the Procurement Card Coordinator for approval. Requests submitted for approval are required to be sent at least seven business days prior to the date the transaction is to occur.
4. Procurement card purchases shall not be split into separate orders to avoid the approvals required for purchases that exceed the single transaction limit.

5. Procurement cards may be used for travel purposes provided the cards have been previously authorized for travel. See Regulation 382.01-1, Employee Reimbursement.

6. Use the Full Accounting form (Attachment F) and attach to the Procurement Card statement for travel activity. (The Full Accounting forms are provided at the end of the travel, but frequently airfare and conference registrations are paid for months in advance. For the items purchased prior to travel, note the dates of scheduled travel and month that Attachment F will be included on the Procurement Card Activity Log (Attachment E). Highlight for ease of review.)

7. Procurement cards may be used for Internet purchases only from secure websites. A secure website address is preceded by “https.” It is also recommended that the Internet site provide encryption measures and a fraud protection guarantee.

8. If property is purchased on the procurement card, the Budget Holder is responsible for highlighting the property purchase on the Procurement Card Activity Log (Attachment E), ensuring that the property is labeled, and that the property records are updated for these assets per Regulation 422-1, Property Classification, Accountability, and Responsibility.

D. Prohibited Use of Procurement Card

1. Procurement cards shall not be used to obtain cash advances, to pay for entertainment, or to purchase any other goods or services prohibited under PWCS Purchasing policies and regulations.

2. Procurement cards shall not be used to circumvent the procurement process.

3. Procurement cards shall not be used for personal purchases.

4. Procurement cards shall not be used by any PWCS employee who has not completed a Procurement Card Employee Acknowledgement Disclosure form (Attachment B).
5. Procurement cards shall not be used for auto-debits or recurring monthly charges.

6. Procurement cards shall not be used for the establishment of a credit account with a vendor at any establishment, such as a store credit account, is prohibited.

7. Procurement cards shall not be used for fuel charges for personal vehicles.

8. Procurement cards shall not be used for non-business meals; examples include individual meals and carryout meals which prevent the possibility to confirm that business was conducted at the meeting.

E. Internal Controls and Program Management Requirements

1. Separation of Duties
   a. The Budget Holder shall assign an individual to perform the duties of card custodian.
   
   b. No employee shall be the authorized approver for monthly reconciliations of cards assigned to that employee. All cards must be approved by someone other than the person who is utilizing the card to make purchases. (Example, principal has travel and supply card assigned to them for purchases. The purchases must be approved by someone else, preferably their supervisor.)

2. Program Management
   a. The Budget Holder shall monitor the fund availability for their school or department and ensure that expenditures do not exceed budgeted appropriations. If transactions exceed budgeted amounts, the card may be suspended by the Director of Financial Services.
   
   b. The Budget Holder shall ensure that transactions are posted to the appropriate expenditure account (i.e., correct budget code). When necessary, reclassify purchases to ensure expenses are posted to the correct account.
   
   c. The Budget Holder shall immediately report unauthorized use of the procurement card to the Procurement Card Administrator.
d. The Budget Holder shall review transactions for propriety and compliance with Purchasing policies and regulations.

e. Cards that are not used within a 12-month period shall be canceled.

f. The Budget Holder shall maintain an inventory of all procurement cards issued to their program and store the documentation in a secured location separate from the cards.

g. The Budget Holder shall request a card be canceled by filling out the New Procurement Card Requests, Changes, and Cancellation form (Attachment C) and submitting it to the Procurement Card Administrator.

3. Supporting Documentation

a. The card custodian shall ensure that all procurement card transactions are recorded as they occur on a Procurement Card Activity Log (Attachment E). The log must be included with the monthly reconciliation submitted to the Office of Financial Services. The Procurement Card Activity Log (Attachment E) should include in the “Description of Purchase” column the following:

(1) Name of employee checking out card;
(2) Item(s) purchased;
(3) Business purpose for purchase;
(4) Property purchased (highlighted) for cross-reference to property files;
(5) For meals, note the business purpose of the meal, the names of the attendees, and if applicable, an agenda;
(6) For travel related items, note the related travel dates. Upon completion of travel, a Full Accounting Form (Attachment F) copy shall be included with the procurement card reconciliation;
(7) For SAFA funds, attach a copy of the reimbursement check;
(8) For purchases related to work orders, include work order numbers and project names; and
(9) Date and time of check-out and check-in of card.
b. All transactions shall be supported by documentation including original receipts that clearly indicate the purchase amount and detail of each item purchased. The card user shall be required to sign each receipt to confirm purchases were made by user.

c. In the unlikely event that a receipt is lost, the Budget Holder shall request the card user to write a statement explaining the situation and obtain the Budget Holder’s signature of approval.

d. Repeated loss of receipts may result in the revocation of cards.

e. All business meals require the advance approval of the appropriate associate superintendent and shall be supported with a copy of the associate superintendent approval. In addition, documentation for the meal must include the nature of the business conducted, the individuals for whom the cost was incurred, and the projected benefit to the School Division. The documentation must be submitted with the procurement card reconciliation.

4. Reconciliation

a. The card custodian is responsible for compiling reconciliation packets, including procurement card statements from the financial institution.

b. The card custodian shall reconcile each transaction on the monthly statement to the original detailed receipts and Procurement Card Activity Log (Attachment E).

c. The Budget Holder shall review and sign the procurement card statements.

d. The Budget Holder and card custodian shall sign the Procurement Card Activity Log (Attachment E).

e. The original statement, original receipts, and original Procurement Card Activity Log (Attachment E) must be submitted to the Office of Financial Services within one month of the statement date. (Example: For statements dated June 4, the packet would be received in the Office of Financial Services by July 4.)
f. Incomplete reconciliations or late submissions will result in an immediate hold on all cards issued to the school or department.

g. It is the responsibility of the Budget Holder to verify all transactions are accurate and allowable.

h. The card custodian shall ensure all transactions on the statement are properly documented on the Procurement Card Activity Log (Attachment E) and properly posted in the financial system.

i. For individual named procurement cards, the named individual shall submit the card reconciliation to his/her supervisor for review. This approver should then sign the procurement card statement and the Procurement Card Activity Log (Attachment E) and forward to the Office of Financial Services.

j. The Budget Holder, or designee, shall dispute inaccurate or unauthorized charges directly with the merchant. If unable to resolve, the Budget Holder shall fully document the situation and send a copy of the statement and a Cardholder Dispute form (Attachment D) to the financial institution. If the disputed transactions are not corrected, the Budget Holder shall contact the Procurement Card Coordinator for assistance.

k. The Budget Holder shall be responsible for recovering sales tax paid on exempt purchases. If unable to recover the sales tax from the vendor, a check from the card user in the amount of the sale tax should be submitted to the Office of Financial Services with the card statement. A copy of the check shall be maintained with the monthly procurement card reconciliation submitted to the Office of Financial Services.

5. Records Retention

a. The original procurement card statement, original itemized receipts, and the original Procurement Card Activity Log (Attachment E) shall be sent to the Office of Financial Services.

b. The Budget Holder, or designee, shall retain copies of original charge tickets, itemized receipts, invoices, and other supporting documentation along with the signed procurement card statement.
c. The Budget Holder, or designee, shall be responsible for updating the Budget Holder Statement of Responsibility (Attachment A) and the Employee Acknowledgement Disclosure (Attachment B) forms annually by September 30. The originals must be submitted to the Office of Financial Services.

6. Safeguarding

a. The card custodian shall maintain procurement cards in a locked location while not in use. Access to the location shall be limited to those with authorization to access the cards.

b. The Budget Holder or designee shall immediately report lost, stolen, or potentially compromised cards to the Procurement Card Coordinator. All lost or stolen cards require immediate notification. If after normal business hours, the Budget Holder shall obtain the financial institution’s phone number from the PWCS website (http://pwcs.financial.services.schoolfusion.us) to place the card on hold. The Office of Financial Services should be notified by the Budget Holder the next business day.

c. Individual named procurement cards shall be surrendered to the Procurement Card Administrator immediately upon retirement, reassignment, termination, or at the request of the Budget Holder.

d. Procurement cards shall not be transferred to another PWCS facility or staff member.

F. Financial Institution Payment Procedure

1. The Office of Financial Services shall download weekly detailed and summary reports from the financial institution’s online system, identifying all purchases made with PWCS procurement cards, generate an Excel file to be uploaded to PWCS financial system through a mapper upload process which will create a manual disbursement.

2. The Accounts Payable office shall pay the total bill as presented by the financial institution.

3. The Procurement Card Coordinator shall approve the manual disbursement through the approval process in the PWCS financial system.
4. The Office of Financial Services shall post the detailed transactions against the appropriate budget code assigned to each transaction in the PWCS financial system.

G. Office of Financial Services Support

The Office of Financial Services shall provide support for the following:

1. Requests for new cards;
2. Updates to and cancellation of existing cards;
3. Changes for single transaction or monthly spending limits;
4. Requests for damaged card replacements;
5. System administration and training;
6. Assistance with card usage problems and reconciliation;
7. Assistance with recovery of funds from fraudulent charges, and;
8. Lost or stolen card reporting.

VI. Compliance

A. Noncompliance with this regulation, referenced regulations, and attached documents shall result in the temporary suspension, restriction, or revocation of the procurement card. Both the budget holder and related associate superintendent will be notified in the case that any disciplinary action is taken.

B. Lack of timely monthly reconciliation will result in an immediate hold on all cards within the non-compliant school/department.

C. Three infractions of this regulation within a one-year period will result in the termination of the card program at the school/department level for 12 months. This may include, but is not limited to, prohibited uses of the card, audit findings, incomplete or late reconciliation packet submissions, or lack of compliance with other rules set forth in this regulation.
D. For a procurement card to be reinstated after temporary suspension or restriction:

1. The Budget Holder will be required to repeat a procurement card training session and pass the procurement test;

2. The Budget Holder and card users will be required to sign the appropriate forms;

3. The Budget Holder will be required to successfully pass a follow-up review or audit;

4. Once the training session has been completed, the Director of Financial Services will determine when the card(s) will be reinstated and what restrictions will be applied to the card(s); and

5. Any other actions as the Director of Financial Services directs.

For reference, see the following regulations:

Regulation 470-1 – Purchasing
Regulation 422-1 – Property Classification, Accountability and Responsibility
Regulation 382.01-1 – Employee Reimbursement

The Associate Superintendent for Finance and Support Services (or designee) is responsible for implementing and monitoring this regulation.

The Associate Superintendent for Finance and Support Services (or designee) is responsible for reviewing this regulation in 2018.
PRINCE WILLIAM COUNTY PUBLIC SCHOOLS
PROCUREMENT CARD
BUDGET HOLDER STATEMENT OF RESPONSIBILITY

By signing below:

I have read, understand, and will abide by the requirements stated in Regulation 322-2, Procurement Card Management, and all referenced policies and regulations.

I accept responsibility for ensuring compliance with all aspects of the Procurement Card program within my school/department budget. Failure to do so may result in either revocation of procurement card privileges or other disciplinary actions, including termination of employment.

I will ensure that adequate internal control procedures are being followed at my school/department related to card use, including but not limited to, proper authorization, monitoring, reconciliation, and safeguarding.

I will ensure that any employee of my school/department entrusted with a Procurement Card will have completed the Procurement Card training and have signed an Employee Acknowledgement Disclosure prior to using the card.

I accept responsibility for notifying the Office of Financial Services in the event of any misuse of a procurement card within my area of responsibility or in the event of termination of employment (including retirement) or reassignment of any card user.

I agree to return the card(s) immediately upon the request of the Director of Financial Services.

This form shall be due in the Office of Financial Services on an annual basis, by September 30.

School or Department Name (Print)

Budget Holder Name (Print)

Budget Holder Signature ___________________________ Date ___________________________
PRINCE WILLIAM COUNTY PUBLIC SCHOOLS
PROCUREMENT CARD
EMPLOYEE ACKNOWLEDGEMENT DISCLOSURE

By signing below, I ________________________________, verify that:

Employee name and ID number (Print)

I have completed the required training, read, understand, and will abide by the requirements stated in Regulation 322-2, Procurement Card Management, and all referenced policies and regulations.

I understand that I am being granted the use of a PWCS Procurement Card and will be making financial commitments on behalf of the School Division. I will obtain the best value for the Division by using approved vendors as identified by the Purchasing Office.

I agree to use this Procurement Card for approved, reasonable, and necessary business purchases only and agree not to charge any personal purchases. I understand that the School Division will audit the use of this Procurement Card and take appropriate action for any misuse.

I understand that misuse of this card may result in disciplinary action, up to and including, termination of employment.

I agree to return any Procurement Card in my possession immediately upon request, reassignment, or termination of employment (including retirement).

If the card is lost or stolen while in my possession, I agree to immediately notify my Budget Holder (principal, central department head) and the Procurement Card Coordinator in the Office of Financial Services.

This form shall be due in the Office of Financial Services on an annual basis, by September 30.

__________________________
School or Department Name (Print)

__________________________       __________________________
Employee Signature                Date

__________________________
Budget Holder Name (Print)

__________________________       __________________________
Budget Holder Signature            Date
PRINCE WILLIAM COUNTY PUBLIC SCHOOLS
NEW PROCUREMENT CARD REQUESTS, CHANGES, AND CANCELLATION FORM

☐ New Department Card Request (Complete Sections A and D) ☐ Existing Card Change Request (Complete Sections A, C, and D)
☐ New Individual Card Request (Complete Sections A, B, and D) ☐ Card Cancellation Request (Complete Sections A, C, and D)

SECTION A (All Requests)

School or Department __________________________________ Mailing Address ____________________________________________________

Card Name_________________________________ Card Type _____________________ Budget Code Assigned ________________________________

Card Reconciler Information ________________________________  _____________________________________  _______________________

Name              Email Address            AMS ID/Badge #

Authorized by______________________________ Budget Holder  ______________________ Date

SECTION B (Individual Named Cards)

Individual Full Legal Name___________________________________ Email _________________________ Date of Birth ___________________

Work Phone ________________________ Home Address _______________________________________________________________________

__________________________________   _______________   _____________________   __________________________________________

Individual Signature                               Date        Employee ID Number   Employee Position

Authorized by______________________________ Budget Holder  ______________________ Date

SECTION C (Card Change or Cancellation)

Card Number (last 8 digits only) _____________________ Change or Cancellation Requested _______________________________________

SECTION D (All Requests)

☐ Check Here if a Memo is Attached for the Request

Reason for the Request _____________________________________________________________

_________________________________________________     _____________________

Procurement Card Administrator Signature                                Date

For Office Use Only:

User Access ___________________ Role _______________ Hierarchy ID __________ Chart of Accounts __________________________ Date Activated ___________ Initials _______
PRINCE WILLIAM COUNTY PUBLIC SCHOOLS
PROCUREMENT CARD
CARDHOLDER DISPUTE FORM

CARDHOLDER INFORMATION:

Card Name: ________________________________________________

Card Number (last 8 digits only): ________________________________

Budget Holder: _____________________________________________

Phone: _____________________ Email: ________________________

Budget Holder Signature              ________________________

Date

VENDOR INFORMATION:

Vendor Name:  _____________________________________________

Transaction Date: _____________________________________________

Dollar Amount Disputed:  _________________________________

DISPUTE TYPE:

_____ Erroneous Charge

_____ Duplicate Posting

_____ Erroneous Amount (provide supporting documentation indicating correct amount)

_____ Credit Not Posted (enclose copy of credit voucher/returned merchandise receipt)

_____ Other (please explain below)

DISPUTE EXPLANATION:

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________
### PRINCE WILLIAM COUNTY PUBLIC SCHOOLS

**PROCUREMENT CARD ACTIVITY LOG**

Card Name & Number (last 4 digits): __________________

Budget Holder: ________________________________

Statement Amount: __________________________

Card Custodian: ______________________________

Budget code assigned to card: __________________

Statement Month: ____________________________

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Total Statement Amount: 0.00

Budget Holder Signature: ________________________________ Date: ________________

Card Custodian Signature: ________________________________ Date: ________________
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**Mileage Rate** 0.575

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**Mileage Rate** 0.575

**Grand Totals**

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