Agenda Enclosure

District Procurement Card

EasyProcure, The Education Procurement Card
Informational Sheet/Application

Entity & Contact Information

Entity Name: _Coatesville Area School District_ EIN# _23-6050690_
Program Admin./Title _LoRee Lonsinger, Board Treasurer_ Passcode* _2449_
Program Admin. Backup/Title _Ronald Kabonick, Board Secretary_ Passcode* _2403_
    *Select a four digit numeric passcode to authenticate the caller.
Physical Address/City/State/Zip _3030 C G Zinn Road, Thorndale, PA. 19320_

Mailing Address (if different than physical)_____

Phone _610-466-2400_ Fax _____
Email Address _Lonsinger L @ CASDschools._ Fiscal First Month (Ex:YE-January)_July_
                   ORG

It is required that your entity has a Pennsylvania School District Liquid Asset Fund (PSDLAF) account and a PNC Bank account to participate. EasyProcure program participation requires $12,000 of annual spend and a minimum of 10 cards. Please designate what PSDLAF account will supply the funds on a monthly basis to your new PNC Account.

    PSDLAF Account # _1030428678_

Note:

1. *A unique PNC DDA will be established for this program*

2. *The EasyProcure billing cycle is based upon 30 calendar days and ends on the 25th of every month. Payment terms are 5 calendar days after the end of the cycle.*

Procurement Card Program Information

1. Do you currently have a procurement or purchasing card program in place? _No_
   If yes, a. How many cardholders/accounts do you currently have? _N/A_
         b. What is your current monthly spending for the program? $ _N/A_
         c. How long has the program been active (beyond pilot)? _N/A_
         d. Is your purchasing card program an A/P solution or Distributed Card Program _N/A_
2. What are the anticipated uses for the procurement card program? _online purchases,_
   other fees
3. What is your anticipated annual procurement card program spend volume in dollars? $ _100,000._
4. What total monthly credit limit are you requesting $ _20,000._
5. Have you already discussed a purchasing card program with a PNC Bank representative? _No_
   If yes, with whom did you discuss this program? _____
6. Which EasyProcure Program structure are you enrolling in:
   a. Distributed Card Program _____
      ➤ Would you like to have your tax exempt number on your procurement cards?_____
      ➤ Do you plan to utilize the general ledger auto-posting feature in the program?_____
      ➤ What financial software package do you utilize for A/P processing? _CSIU_
      ➤ Does your entity use a centralized electronic purchase order system? _yes_
   b. ActivePay (A/P Solution) Program _____ (minimum of $5MM potential spend)
7. Does your organization currently use PNC Bank for services? _yes_
   If yes, please list the services and the PNC Bank Representatives:

Services	PNC Bank Representative
Depository / Checking	_Ken Shuler (PSDLAF) 717-519-5957_

Send completed application and ONE of the following to EasyProcure:
o **Three years of your entity's audited financial statements (electronically, if possible) and an electronic listing of suppliers paid over the last 12 months and related transaction volume (dollars and items) OR;**
o An authorization letter to transfer from an existing PNC P-Card Program to EasyProcure

Signature _Ronald Kabonick_   Date _6/26/2017_

EasyProcure Implementation Guidelines

School Entity Works with PSDLAF Rep to complete one-page EasyProcure application. Forwards completed application and three years of audited financial statements to Tom Inners at PASBO. Establishes internal Purchasing guidelines and rules for card program.

Pennsylvania School District Liquid Asset Fund (PSDLAF) Cash Management Group: 1-866-548-8634 opt #2 or rbc-cmg@rbc.com

EasyProcure Contact: Tom Inners, 717-540-9551

PASBO Reviews your packet and application. Contacts you with any questions.
Forwards your application and financial information to PNC Bank.

PNC Submits audited financial statements to obtain credit approval that is renewed yearly. Prepares and sends opening documents (noted below*) to establish your EasyProcure account with PNC. The forms will be prefilled with School Entity information and sent to the contact name listed on your application.
Updates the EasyProcure tracking report with your organization's contact information. Distributes the tracking report within EasyProcure, PSDLAF and PNC organizations.

PSDLAF Works with you providing guidance during the set up process. Monitors the EasyProcure tracking report. Establishes a PSDLAF account if you are not currently a member.

School Entity *Completes and returns all necessary documents received to date.
- Resolution for Extension of Credit
- Master Resolution for New PNC EasyProcure Account
- Signature Card for New EasyProcure Account
- Documents to join PSDLAF (if not currently a member)

PNC Receives PNC documentation from School Entity and opens new EasyProcure PNC account. Completes Patriot Act check and validates school entity name and address. Generates Visa Purchasing Card agreement (may take up to three (3) business days). Sends agreement via overnight express mail to School Entity for completion.

School Entity Completes and returns Visa Purchasing Card agreement to PNC.

PNC Receives signed Visa Purchasing Card Agreement from School Entity and verifies signatures. Signatures must match the *Resolution for Extension of Credit agreement from School Entity. Advances School Entity status in the implementation queue. Schedules kick off call with School Entity within two (2) business days of receiving Resolution for Extension of Credit.

School Entity & PNC Work together to establish the EasyProcure program. General Q & A of expectations and needs are reviewed. PNC will send an email to the School Entity Program administrator providing necessary forms and information for the card program implementation (contact form, employee usage agreement, ACE spreadsheet, MCC information and hierarchy information).

PNC Receives completed card forms from the School Entity.
The card program is built within two (2) business days. Cards are ordered within four (4) business days.

EasyProcure Implementation Guidelines

EasyProcure and ActivePay Enrollment and Implementation Schedule

Activity	Responsibility	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Ongoing
Submit Application, Vendor File, and Three years of Financial Statements to PASBO	School District	■											
PASBO checks application for completeness and forwards to PNC for credit approval and vendor match process	PASBO	■											
PNC performs credit approval and sends Account Opening Documents/Agreements	PNC		■	■									
District returns Account Opening Docs and Agreements / PNC builds accoun	PNC, School District			■									
Kick-off meeting	PNC, School District				■								
Card Process Review	PNC, School District				■								
Card File Format / Draft Remittance	PNC, School District					■							
Accounting / Reconcilement Process	PNC, School District					■							
ERP Configuration / File Format Testing	PNC, School District						■	■	■	■			
Web Configurations / Test	PNC						■	■					
Perform Training	PNC, School District						■		■				
Billing Account Creation	PNC									■			
Production Configuration	PNC									■			
Production Card File Relay & Receipt	PNC, School District										■		
Select pilot vendors / Finalize Calling Script	PNC, School District										■		
Contact Pilot Vendors	PNC									■	■		
Order cards for employees (order vendor cards for ActivePay)	PNC, School District							EasyPro. Complete				■	
Flag ERP / Go Live	PNC, School District												ActivePay Complete

| EasyProcure and ActivePay |
| ActivePay Only |

EasyProcure, c/o PASBO, Thomas Inners
2608 Market Place, Harrisburg, PA 17110
Phone: 717-540-9551 Fax: 717-540-1796 Email: tinners@pasbo.org

The Education Procurement Card

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Frequently Asked Questions

Click here for a printable version of the FAQ.

Questions

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Answers

What is a procurement card?

A procurement card is similar to a credit card but with many internal controls. Its purpose is to streamline purchasing to reduce manual paperwork which in turn will reduce administrative costs. It is considered a method of payment as well as a method of procurement.

What is EasyProcure?

The EasyProcure program provides a no fee PNC Visa® purchasing card with rebates. EasyProcure is a joint venture of the Pennsylvania Association of School Business Officials (PASBO), the Pennsylvania Association of School Administrators (PASA), the Pennsylvania School Boards Association (PSBA) and the Pennsylvania School District Liquid Asset Fund (PSDLAF). The organizations have come together to provide a procurement card program that can benefit any size school in Pennsylvania.

Why choose the EasyProcure program?

The EasyProcure card, provides benefits with its special customizable features that fit your school's purchasing activities. In addition, you'll also earn rebates which are based on a combined total spend of all participants in the program. This total annual spend determines how many basis points each participant earns as a group annually.

How are rebates calculated?

Rebates are based on the combined purchases of all participants during each school year. This total amount determines what tier on the Rebate Schedule the program's participants earn. The formula is simple – the more schools participating, the more purchases; the more purchases, the higher the rebate, so spread the word!

How are rebates paid?

EasyProcure pays rebates annually by check.

Will a vendor question the use of a procurement card?

No, a procurement card looks just like a credit card to a vendor. It's the additional controls on the card that makes it a procurement card.

Who accepts procurement cards?

Any vendor who accepts Visa® credit cards as a means of payment accepts procurement cards as long as that vendor meets the criteria placed on the card. To your vendor, there is no difference between a credit card and a procurement card when it's presented.

Can each card in an organization be set up differently?

Absolutely! Each cardholder has different purchasing needs. Internal controls can be placed on each card to fit those needs.

Can the school tax exemption number be included on the EasyProcure cards?
Yes, the tax exempt number can be imprinted on the cards below or above the cardholder's name and/or the school's name. Note that there are two embossing lines on the plastic. Each line can hold up to 25 characters.

What kind of charge limitations/internal controls can be placed on each EasyProcure card?
There are numerous possibilities. You have the option to set daily, weekly or monthly transaction limits and/or transaction amount limits on each card. You can also narrow the purchases down to a certain industry of vendors using Merchant Category Codes (MCC).

Can the EasyProcure cards include the name of the person (user) and department name? Or in other words, what identifying data can be included on the card?
The EasyProcure card may have the cardholder's name, the school name and tax exempt number, etc. The card has the capability of having up to three authorized signers attached to it if necessary but only one cardholder name is imprinted on each card. Please note that there are two embossing lines on the plastic. Each line can hold up to 25 characters.

Can EasyProcure transactions be viewed on-line?
Yes, full statements are accessible online 24 hours a day by the cardholder and the designated administrator(s) or supervisor(s). PNC sends Visa® a daily file of cardholders' transactions. Visa's generally post transactional information on their web site by 9:00 a.m. on the second business day. Hard copy statements are mailed to each cardholder at the end of your cycle as well.

What is the first step to participate in the EasyProcure program?
The first step to participate in the EasyProcure program is completing the one-page application and attaching three years of audited financials. You can email or fax these documents to Tom Inners at tinners@pasbo.org or 717-540-1796. If you are a current PNC procurement card user, complete the application and send in a letter or email authorizing PNC to transfer your PNC P-Card Program to EasyProcure.

How long does the EasyProcure application process take?
The application process varies depending our client completing the appropriate documentation. The client forward the completed application along with the financial statements for three-years to PNC. who will submit the EasyProcure application for credit approval. If approved, PNC card services will start the implementation process by mailing the client a Visa® Purchasing Card Agreement and Resolution for Extensions of

Credit and Incumbency Certificate. Additional documents may be necessary if the client does not have a PSDLAF or a PNC account. Once PNC receives the completed paperwork back from the client, PNC's Implementation Team will work through the card details directly with the designated program administrator.

Does the school have to use a PSDLAF account to participate in the EasyProcure Program?

Yes, the EasyProcure program requires that you have a PSDLAF account as well as a PNC account. The PSDLAF account will fund the PNC account to cover the monthly payment.

Why must I provide three years of audited financials to apply for the EasyProcure card?

A procurement card is a credit card in nature and the applicant must apply for credit to receive a credit limit on their card(s).

What type of liability coverage is on the EasyProcure Card?

The EasyProcure Card is structured as a corporate bill, corporate payment, and corporate liability program. Each school entity is contractually liable for all unauthorized and fraudulent use on a card up until they (or the cardholder) notify PNC Bank of the unauthorized use (through cardholder misuse or activity on a lost / stolen card) and the card is blocked. Typically for unauthorized use by a person other than the actual cardholder, the transaction can be disputed and returned (charged back) to the merchant. For misuse by the actual cardholder (employees), the school entity can be relieved of this liability up to $100,000 per card under the Visa® Liability Waiver Program. This is an insurance policy PNC makes available to protect against employee misuse. To qualify for the coverage the employee must be terminated, the loses must occur within the coverage period, and certain other notice requirements must be met.

What is the grace period for payment?

Seven calendar days!

Is a sample school policy on the use of procurement cards available?

Yes, the PASBO Electronic Resource Center (ERC), www.pasboerc.org, has several sample documents in electronic format for you to download and revise to fit your school's needs. Once you launch the ERC web site, click on the "Search" button and then click on the "Search by Categories and Types" button. The category is Purchasing/Procurement; keep the type of document as "ALL".

How do I transfer an existing PNC Procurement Card program to the EasyProcure program?

Complete the EasyProcure Informational Sheet/Application and email or

fax it along with an authorization letter to Tom Inners at
tinners@pasbo.org or 717-540-1796. There is no need to provide three
years of audited financials with your transfer application since you are
continuing your business with PNC Bank.

Is a board policy necessary for use of procurement cards?
It is recommended. Check with your solicitor. PSBA Board Policy
Services has developed a sample board policy. If you are interested in
obtaining a copy, please contact Tom Inners at PASBO.

Can our monthly statement cycle follow the calendar months?
No. As an EasyProcure participant, your cycle end date will be the 25th of
each month unless you are an existing PNC procurement card user.

What is an MCC code? Can a vendor have more than one MCC code?
MCC is an acronym for Merchant Category Codes. When a vendor applies
for a merchant number to accept credit cards through their business, the
vendor assigns their company to MCC codes based on their products and
services offered. It is possible for a vendor to have more than one MCC.

Can multiple cards' charges be charged to one account?
Yes. Regardless of the quantity of cardholders an entity has, the program
administrator for that entity will receive one fax with the total amount of
purchases and credits and the amount being charged to the one account
which was designated on the application.

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Send any questions or comments about this web site to webmaster@pasbo.org

Agenda Enclosure

Notice of Adoption of Policies, Procedures & Use of Funds by School District

NOTICE OF ADOPTION OF
POLICIES, PROCEDURES AND USE OF FUNDS
BY SCHOOL DISTRICT

The Coatesville Area School District hereby gives notice of its adoption of the Chester County Intermediate Unit's policies and procedures under the federal requirements of 34 CFR PART 300[1]. A copy of the policies and procedures are maintained for review in the administrative offices. The IU-adopted policies and procedures are implemented to fulfill the requirements of 22 PA Code Chapter 14 and the regulatory requirements under the Individuals with Disabilities Education Act – Part B. The Subgrantee has in effect policies and procedures whereby the SEA may, through corrective action for failure to comply with Part B of the act, exercise its general supervisory authority to withhold all direct or indirect subsidies for special education and related services provided by the SEA to public agencies with the responsibility to offer a free appropriate public education to eligible children. (20 U.S.C. Section 1412 (11), 34 C.F.R. Section 300.151, and 34 C.F.R. Section 300.608).

[signature]	4/27/17
Signature of Superintendent of the School District	Date

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[1]Federal requirements including, but not limited to:

- §300.101-§300.123 FAPE Requirements, LRE, Additional Eligibility Requirements
- §300.145-§300.148 Children with Disabilities in Private Schools Placed or Referred by Public Agencies
- §300.154 Parental Consent to Access Public Benefits or Insurance
- §300.200-§300.226 Local Educational Agency Eligibility
- §300.229 Disciplinary information
- §300.300-§300.536 Evaluations, Eligibility Determinations, IEP and Educational Placements, Procedural Safeguards, and Discipline Procedures
- §300.610-§300.624 Confidentiality of Information

March 2013