

Best Practice Award:
**Seminole County Public School Innovation in the Procurement Process
During COVID-19**
Title:
**Seminole County Public Schools Procurement Card Program - Automated
Online Training Program**
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INTRODUCTION

In 2020 COVID-19 impacted Seminole County Public Schools! How do we continue our Face-to-Face Purchasing Card (P-card) training to allow our new district employees to benefit from our Purchasing card program during these challenging times?

We went On-Line!

Seminole County Public Schools (SCPS) implemented the use of the P-card as a cost-effective method of purchasing and paying for District approved items less than \$1,000.00, within the established procurement guidelines.

The intent of this program is to pay vendors faster and reduce the district's administrative costs. The program also allows the P-card holder to purchase approved items and services directly from vendors. On a monthly occurrence, the Purchasing Department would hold Face-to-Face trainings for the individuals receiving the P-card.

COVID -19 changed the way we teach our students, not just in the schools, but also at our District's Educational Support Center (ESC).

The new procedure for P-card training allows for the P-card holder to complete their training virtually and expedites the process, allowing the individual to obtain their P-card without leaving their office. Listed below are the details.

HOW TO SIGNUP FOR E-CAMPUS TRAINING

- Complete and sign the appropriate district or internal P-Card Application. The forms are in Adobe Acrobat, are interactive, and located in the SCPS Insider (The District's Intranet Site). The links are listed below:
- **(DISTRICT)** <https://insider.scps.k12.fl.us/purchasing/wp-content/uploads/sites/131/2019/08/DISTRICT-PCard-Application-Fillable.pdf>
- **(INTERNAL)** <https://insider.scps.k12.fl.us/purchasing/wp-content/uploads/sites/131/2019/08/Internal-PCard-Application-Fillable.pdf>

TUTORIAL & QUIZ

Employees who are authorized to apply for a P-card, will log into SCPS Insider. Follow the Red Ball. It will help you navigate through the online process.

Step 1 – Click on District P-card Policy & Procedures Box ●

The screenshot shows the SCPS Insider Dashboard. On the left is a navigation sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, and History. The main content area is titled 'Dashboard' and 'Published Courses (2)'. Two course cards are visible: 'District P-Card Policy & Procedures' (with a red dot) and 'Frontline: Professional Growth Us... Frontline Help'. On the right, there are sections for 'Coming Up' (Nothing for the next week), 'Recent Feedback' (Nothing for now), and buttons for 'Start a New Course' and 'View Grades'.

Step 2 – Click on District Purchasing Card Policy and Procedures

The screenshot shows the 'District P-Card' Modules page. The breadcrumb is 'District P-Card > Modules'. The left sidebar lists navigation options: Home, Assignments, Discussions, Grades, People, Files, Syllabus, Quizzes, Modules, and Collaborations. The main content area shows a list of items under the heading 'Purchasing Card Policy and Procedure Review'. A red dot highlights the first item: 'District Purchasing Card Policy and Procedures.pdf' (Viewed). Other items include 'District Purchasing Card Authorization of use' (100 pts | Score at least 100.0) and 'Cardholder Agreement and Procedure Manual.pdf' (View). On the right, there are buttons for 'Collapse All', 'View Course Stream', 'View Course Calendar', and 'View Course Notifications', along with 'To Do' and 'Recent Feedback' sections.

Step 3 – Click on District Purchasing Card Policy & Procedures Tutorial Program & Read It!

District P-Card > Files > District Purchasing Card Policy and Procedures.pdf

District Purchasing Card Policy and Procedures.pdf
Download District Purchasing Card Policy and Procedures.pdf (381 KB)

District Purchasing Card Policy & Procedures Tutorial Program

Purchasing and Distribution Services Department

The School Board of Seminole County, Florida

Next ▶

Step 4 – Click on Take the Quiz.....

District P-Card > Quizzes > District Purchasing Card Authorization of use

District Purchasing Card Authorization of use

Due No due date Points 100 Questions 20 Time Limit None
Allowed Attempts Unlimited

Instructions

Complete the multiple choice quiz. Upon completion of 100%, Print the Card Holder Agreement. Initial, sign, scan and send via email to: Luangel_Lowder@scps.k12.fl.us.

We will then forward your District Purchasing Card directly to you.

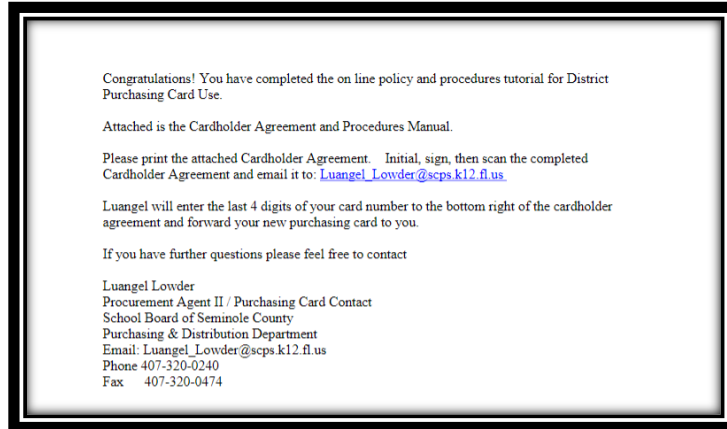
● Take the Quiz

◀ Previous Next ▶

Step 5 – Upon Successful Completion of the Quiz, Click on District Certificate & Completion Form

The Certificate of Acknowledgement will need to be printed and signed then forwarded to the appropriate District and Internal P-Card Contact.

Upon completion of the training, the P-card will be mailed interoffice to the cost center contact who will give it to the cardholder. P-cards will not be released until the cardholder completes the online training and the P-card information is entered into the District's P-card accounting system.



YOU DID IT!!

Don't Forget to Complete and Sign the Cardholder Agreement Form and Return it to Purchasing!

The School Board of Seminole County, Florida
Purchasing Card Program
Cardholder Agreement

Please read and signify that you understand and agree to comply with all policy and procedures of the SBSC Purchasing Card Program by initialing each section noted below.

- _____ I understand that I am being entrusted with a powerful and valuable tool and will be making financial commitments on behalf of SBSC, and will strive to obtain the best value for SBSC. The credit card must be secured at all times and cannot be loaned or used by anyone else.
- _____ I will follow the established procedures for using the Purchasing Card. Failure to do so may result in either revocation of card use privileges or other disciplinary actions, up to and including termination of employment. Additionally, I will follow all of my work location and SBSC purchasing requirements as outlined in the procedures manual posted to the Purchasing Department's website.
- _____ I understand that the School Board has limited single transactions and that transactions may NOT be split to avoid this threshold. Upon approval by my Site Administrator, I may apply for a one-time single transaction increase. Written requests for the increase should be e-mailed to the Director of Purchasing and Distribution Services and the Purchasing Card Contact for authorization.
- _____ I understand that under no circumstances will I use the Purchasing Card to make personal purchases either for myself or for others. Any refunds or rebates resulting from a card transaction should be processed back against the card account. I will not accept cash reimbursements from the vendors for such purposes. Willful intent to misuse the Purchasing Card for personal gain may result in disciplinary action up to and including termination of employment.
- _____ I agree that should I violate the terms of the Agreement and use the Purchasing Card for personal use or gain that I will reimburse SBSC for all incurred charges and any fees related to the collection of those charges.
- _____ I agree to surrender the card immediately upon request or upon my separation from the SBSC.
- _____ If the card is lost or stolen, I must notify the issuing bank immediately by phone 1-855-321-1795 call or e-mail my Site Administrator and the Card Contact in Purchasing with the details. I understand that failure to promptly notify the issuing bank of the theft or loss may result in my responsibility for any fraudulent charges.
- _____ I have been given a purchasing card and a copy of the Purchasing Card Procedures Manual and I understand the requirements for using the Purchasing Card Program.

Employee Name (Print) Employee Signature Date

Cost Center Number Cost Center Name Last 4 Digits of Card

c. Cardholder
Cost Center Administrator
Purchasing Card Contact: Luangel Lowder 407-320-0240 Luangel_Lowder@scps.k12.fl.us
Purchasing Card Back Up Support: Gabriela Madro 407-320-0149 Gabriela_Madro@scps.k12.fl.us

SBSC Form 1293 (Rev. 7/2020)

CONCLUSION

After changing the P-card training from Face-to-Face to an automated online process it has helped our employees become familiar with navigating the District's website. It has also saved our employees time and money, and most of all, protected their safety with social distancing, as we adapt to changing in this world of the new normalcy.

The SCPS Purchasing Department is always available to assist our employees and vendors with questions via Phone, Email and WebEx.

The SCPS Purchasing Department is made up of individuals that trust and problem solve together in order to make Seminole County Public Schools the best School District in Florida!