

MCPS PURCHASING CARD

Frequently Asked Questions

Where is the MCPS tax-exempt number located on the Purchasing Card?

In the lower left-hand corner.

How do I know what my transaction limit is?

- Shown in PaymentNet
- Shown on the approving official's monthly report
- Contact the Procurement Unit

Who determines the per-month limit?

The approving official in collaboration with the program administrator

How can I tell which of my cards to use with each account?

The number listed after your name identifies the account.

What types of transactions CANNOT be made with the Purchasing Card?

Travel, furniture, entertainment, food at restaurants, cash access, gasoline, split transactions, and gift cards.

Can other individuals use my card?

No. The cardholder can call a vendor to place the order. Another staff member can pick up the order after showing the vendor appropriate MCPS ID.

Can I use the same card for every school account; i.e., 02, 03, SpEd, 05?

No. You will receive a separate card for each account.

Should I pay MasterCard when I receive my monthly statement?

No. This is your summary of your monthly card activity. Money will automatically be deducted from your accounts. You will receive an invoice from the Controller's Office for your 05 account.

What steps should I take with a disputed charge?

First, contact supplier to try to resolve the issue. Second, if no resolution, contact MasterCard, 1-800-270-7760, and have the transaction placed in dispute.

Should returned goods be handled as a separate transaction?

Yes. Items should be returned (not exchanged) and new orders placed.

What are the steps to be taken with lost or stolen cards?

- First, contact MasterCard, 1-800-270-7760
- Second, contact the Procurement Unit, 301-279-3555 or pcard@mcpsmd.org

How do I cancel or make changes to an existing MasterCard account?

Complete and submit the File Maintenance Worksheet, [MCPS Form 234-20](#), which is available as a PDF form.

How do I request cards for new staff members or additional accounts for already enrolled staff?

Complete and submit the Approving Official Acknowledgement form, [MCPS Form 234-22](#), which is available as a PDF form.

What if I mistakenly make a personal purchase on my MCPS Purchasing Card?

Have the merchant (vendor) credit the MCPS Purchasing Card.

What do I do if sales tax has been charged to the purchasing card?

Contact the vendor to request a credit.

What if the original documentation is missing or incomplete?

Contact the vendor to obtain a duplicate copy.

What are the consequences if a cardholder continuously fails to comply with the purchasing card policies?

The approving official can revoke or suspend the purchasing privileges of the cardholder.

Can I use the purchasing card for grants?

Not at this time; but grants in the 05 are acceptable.

Where can I locate the Purchasing Card forms?

- On the MCPS Forms website and the Procurement Unit website, www.montgomeryschoolsmd.org/departments/procurement
- Contact pcard@mcpsmd.org

Does the card go with me if I transfer to another MCPS location?

No. Your card is attached to the specific account (s) at your school.

Is my personal credit affected if the card is lost or stolen?

No. The card is the property of MCPS.

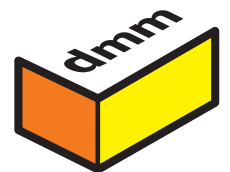
If personal information such as my social security number or marital status is asked about by the Pcard vendor, should I answer?

Yes. You should only be asked for the last 4 digits of your social security number. Here is the MCPS tax-exempt number located on the Purchasing Card?

Department of

Materials Management

-- "We Provide!"



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