

**BOB, DIRECTOR OF PURCHASING**

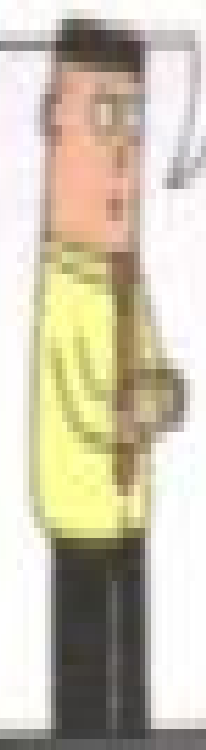
I REQUESTED AN ETHERNET SWITCH AND YOU SENT ME A BOX OF PENCILS.



SOMETIMES I TWEAK THE NON-STANDARD ORDERS SO I CAN USE OUR APPROVED VENDORS.



YOU CAN'T TELL THE DIFFERENCE BETWEEN A SWITCH AND A PENCIL?



I CAN TELL THE DIFFERENCE BETWEEN YOUR PROBLEM AND MINE.





# Welcome

Cindy Davison, CPCP  
Purchasing Card Coordinator  
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**What is your school's or department's total dollar risk for potential fraud?**

**Answer:** The total dollar amount of the available credit for all the Purchasing Cards at your location that can be placed on the cards.

### Scenerio

- If your department has 5 cards with a monthly limit of \$10,000 each;
- All 5 cards have an available limit of \$10,000;
- Your risk for potential fraud is \$\_\_\_\_\_ ?

**How many locations (schools and/or departments) will experience fraud every month?**

5 - Every month 5 different locations (schools/departments) will experience fraud.

# Purchasing Card Stats

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## Potential Fraud Risk

Almost \$6 Million - for Budgeted Funds Purchasing Cards  
(Entire District)

Almost \$5 ½ Million – for Internal Accounts Purchasing Cards

## Fraud (last 11 months)

\$4,300 Approved Transactions

\$26,400 Declined Transactions

Every month 5 different locations (schools/departments)  
experience fraud

1,140 - Total number of Purchasing Cards in our District

How did “They” get my  
Card Number is a  
question often asked.





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What are some proactive measures your Cardholders or you should take to avoid fraud?

- Immediately report lost/misplaced cards
- Know who you are purchasing from. Only use secure websites: <https://> **Google the vendor**
- Never fax, email, text or take a picture of your card or card number
- Delete card information from websites after making online purchases
- Shred hotel door key cards
- Purchase gas from the pump that is closest to the cashier
- Do not allow vendors (hotels) to make photo copies of your card
- Keep your Card in your sight at all times
- Don't allow your log ins and passwords to be saved

Bluetooth<sup>™</sup>  
4.0



**I found this scanner on Amazon for \$99.**

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What are some proactive measures you as Card Managers can take to avoid fraud?

- Check authorizations/pending charges daily **Make this a priority**
- Report terminated employees or employees on LOA
- Never write down credit card numbers or store in your computer
- Beware of suspicious email **Phishing Schemes**
- Keep cards and card numbers secure
- Do not email (Skyward print screens) or fax card information **(State Auditors)**
- Never send documents containing card numbers through the courier
- Do not text card information or send a picture of your card
- Shred bank statements and other documents that contain card numbers
- Know who you are buying from. Only use secure websites: <https://>
- If you think your computer has been hacked, notify IT immediately
- Do not give credit card information to phone call solicitors
- Delete card information from websites after making online purchases

# Card Authorizations

- ▶ Card authorizations are place holders for credit card purchases
- ▶ Gas Pumps run authorizations for \$1
- ▶ Restaurants run authorizations for the total amount of your meal
- ▶ Vendors run authorizations for various amounts including \$0.00 then charge the card when the item(s) ship
- ▶ Closing a Purchasing Card will not stop an approved authorization from being posted

# What is the 2 minute challenge?

**Answer: all card managers should be able to view all of their cardholder's pending authorizations in less than 2 minutes unless suspicious activity is present.**



- Reduce card limits

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- Declined transaction report

- Place zero limits on inactive cards

- Reduce/Cancel cards of employees on LOA or terminated

- Velocity restrictions

- Track fraud – sometimes results in restricting a MCC **Latest trend-expensive cell phones**

- Audit of Purchasing Card Transactions- Employee Misuse

**Why was the single transaction limit for Budgeted Funds Purchasing Cards set at \$3,499?**

Federal law requires purchases of \$3,500 and above that are paid with Federal funds to:

- Obtain 3 quotes
- Use a competitively bid contract
- Obtain a Sole Source letter from the vendor

One of the requirements of spending Federal Dollars over \$3,500 is using a competitively bid contract (like the State contracts). Where can you find a state contract on the Purchasing Website?

### **SCHOOLS/DEPARTMENTS**

**[Charter Bus Information](#)**

**[Newsletters](#)**

**[Purchasing Card Program](#)**

**[Purchasing Portal](#)**

**[Purchasing Portal Tutorial](#)**

**[Quick Reference Guide For  
Competition Requirements](#)**

**[Schedule of Purchasing School  
Board Agendas for 2018](#)**

**[Skyward](#)**

**[Technology Purchases](#)**

**[Various Forms](#)**

**[FAQ](#)**

**[Food Services](#)**

# Purchasing Vendors

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Fisher Science Education -  
U.S. Communities Bid, 31% Discount  
Contact: Sam Russell  
Phone: **800-955-1177 x136-4722**



School Specialty-Santa Rosa Cty. Schools Bid #10-02  
& Furniture NJPA Bid #052910-SSI  
Contact: Jennifer Gilman  
(Dist Recv 15% Discount on Consumables, 25% Furniture)  
Phone: **615-479-0184**



Lakeshore Learning Materials -  
Santa Rosa School Dist. Bid #10-02  
Contact: Stacey Brooks  
Phone: **800-421-5354 ext 2778**



Office Depot - Florida State Bid #618-000-11-1  
Contact: Stephanie Marinaccio  
Contact: Spencer Sampson  
**855 337-6811 x16024**  
Phone: **850-736-9178**



StaplesLink - Florida State Bid #618-000-11-1  
Contact: Stefan Harper, AC  
Cell: 850 723-8513  
Customer Service Number:  
**1-877-826-7755**  
Email [support@staplesadvantage.com](mailto:support@staplesadvantage.com)

# Thank you for your role in Fraud Prevention!

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