

**3.8 USE OF STATE OR OTHER GOVERNMENTAL ENTITY AWARDS**

The County may purchase from State and other governmental entity contracts awarded for goods and/or services required when the award specifically states this is permissible.

The County may not, however, use the prices on a State or other governmental entity contract as a means of negotiation with other vendors. Typically, the prices under these contracts have been negotiated with the anticipation that the volume will be increased because other government agencies having similar requirements will use them. These contracts are already in place and utilizing them is a time-saving and normally cost-savings measure as they eliminate the requirement for formal solicitation. Also, there are usually tightly negotiated terms and conditions that prove to be beneficial for all governmental agencies.

When a particular commodity/service is available on a State or other governmental contract, you may purchase directly from the contract, referencing the contract or award number, at the price negotiated by the state or other governmental entity. You may be able to negotiate your specific requirements with the vendor under the terms and conditions of the original contract.

If you choose not to use these contracts to purchase the same goods or services, you must do a separate County solicitation. If this option is taken, it is advised that you have a good estimate that the prices resulting from your solicitation will be lower than what is on the award. If all prices bid/proposed are higher than the State or other governmental entity award price, you may not cancel the solicitation on that basis, and you must purchase from your award.

**3.9 USE OF COUNTY-WIDE ANNUAL SERVICE AGREEMENTS**

The best use of the taxpayers' money is a key element in the procurement of goods and services for the County. When County departments have requirements for similar goods and/or services, and when it is in the best interest of all departments involved, cooperative procurement is a viable and useful tool. Quantity and delivery discounts may realize a considerable savings for all departments involved.

The Procurement & Contracts Department, for the benefit of the County, establishes Annual County-wide Service Agreements for services each year. These agreements are advertised and competed to insure the best overall price for the County. Since these agreements have been competed in an open market, County departments may place orders against these agreements without having to obtain additional competitive quotes.

**3.10 VISA PROCUREMENT CARD (P-CARD) PROGRAM**

The El Paso County procurement card may be used for small purchases in accordance with the rules and regulations set forth in the Procurement Card Program Manual. County departments desiring to participate in this program should contact the Procurement & Contracts Department to request approval to participate.





***EL PASO COUNTY***  
***PURCHASING CARD PROGRAM***

***Cardholder***  
***Policies and Procedures Manual***

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# TABLE OF CONTENTS

<b>Introduction</b>	<b>1</b>
<b>How to Request a New Card</b>	<b>3</b>
<b>Changes to Cardholder Account Information</b>	<b>3</b>
<b>Transactions Declined</b>	<b>4</b>
<b>Lost or Stolen Card</b>	<b>5</b>
<b>Lost of Stolen Card Notification Form</b>	
<b>Card Restrictions/Changing Card Restrictions</b>	<b>7</b>
<b>Purchases at Store – Receipts</b>	<b>8</b>
<b>Reconciliation of Charges - Cardholder</b>	<b>9</b>
<b>Cardholder Dispute Form</b>	<b>10</b>
<b>Approved Vendors</b>	<b>11</b>
<b>Reports to Management</b>	<b>11</b>
<b>Summary</b>	<b>12</b>
<b>How to Access US Bank Access Online account</b>	<b>13</b>

**Sample of Individual Transaction Log – this document will be e-mailed to Cardholder by P-Card Administrator and will be a legal size document.**

**Sample of Master Transaction Log – this document will be e-mailed to the Site Coordinator by P-Card Administrator and will be a legal size document.**

## Introduction

The purpose of the El Paso County (EPC) Purchasing Card Program is to establish a County-wide purchasing card payment program that will streamline our current systems. The program is designed to: (1) expedite the purchase of daily operational items from a vendor in an amount not exceeding \$1,000.00; (2) allow the purchase of items through the use of e-procurement; and (3) reduce or eliminate the costs associated with many administrative burdens associated with the processing of minor purchase orders.

*The implementation of the purchasing card program does not change the Procurement & Contracts Dept. policies and procedures or the Financial Services Dept. policies and procedures.*

This program will enable EPC to improve productivity, streamline its audit trail and improve relationships with its suppliers. These benefits should be achieved without sacrificing controls and management review of where County money is spent.

This document provides the guidelines, procedures and policies under which you may utilize your purchasing card (P-Card). Please read this document carefully. Use this document as a reference for questions you may have about the P-Card program. If you have questions that this document does not answer, please call the P-Card Program Administrator Sharon LeRoux in the Procurement & Contracts Department (520-6401). If you have any questions about payment processing for the P-Card Program, please contact Sharon Kortrey in the Financial Services Department (520-6466).

The P-Card is issued in your name and is the property of El Paso County. You may not let anyone else use your card or card number. The card is to be used **ONLY** for County purposes and **ONLY** for the vendors listed on the face of the card. EPC is responsible for the official, authorized County purchases made with the card. Although the card is issued in your name, its use does not affect your personal credit in any way. The expenditure of County funds is a responsibility that cannot be taken lightly. Please remember that you are committing County funds each time you use the P-Card.

Recordkeeping is essential to ensure the success of this program. This is not an unusual requirement--standard reimbursement policies require retention of receipts, etc. As with any charge card, you **MUST retain and submit original receipts for your purchases.** Therefore, it will be necessary that you immediately log each of your purchases into the Department P-Card Master Transaction Log and place the Log Number from that P-Card Master Transaction Log on the original receipt that is to be turned into your Department Site Coordinator.

With any procurement process, there are risks. Risk is managed by establishing a controlled process that has formal reviews and regular audits. The P-Card Program is a controlled process with most of the responsibility for control placed at the card/account holder level. All requests for cards are authorized by your Department Head or his/her designee. Card usage will be audited and may be rescinded at any time. ***You are the only person entitled to use your card, and you are accountable for all purchases made on***

## Purchasing Card Policies & Procedures

*that card. Willful violations of these procedures will result in termination of your employment.*

An evaluation of the program will be made continuously. A key element in this evaluation will be your feedback. Suggestions for improvement or change will be valuable to the implementation team. Forward all suggestions to the P-Card Program Administrator, Sharon LeRoux.

### **Sales Tax Number:**

The tax-exempt number for EPC is on a sticker attached to your purchasing card. Please give this tax number to vendors when making a purchase.

**Special Note: Some vendors may require you to go to the Customer Service Desk for an initial registration of your card and tax exempt information into their system. In addition, they may issue you a store identification card for use with your P-Card.**

## How to Request Issuance of a New Card

Step #	Action to be Taken
1	Department Head, or assign, issues written authorization memo to P-Card Administrator requesting issuance of purchasing card to employee.
2	P-Card Administrator works with Site Coordinator to obtain employee information for worksheet to be submitted to U.S. Bank for registration.
3	P-Card Administrator enters employee application information into U.S. Bank Access Online to request a new account setup.
4	P-Card Administrator and Department Site Coordinator set mandatory training date.
5	Site Coordinator advises employee of date and time of <b>mandatory</b> training session to be held in the Procurement & Contracts Dept., 27 E. Vermijo Street, 4 <sup>th</sup> Floor.
6	Employee attends mandatory training session to overview all County policies and procedures. P-Card Administrator obtains signature from employee of acceptance of all conditions for issuance of the P-Card and copy of training manual (Agreement to Accept the Visa Purchasing Card).
7	Employee also logs onto U.S. Bank Access Online to set up password and other personal information for account. Employee calls U.S. Bank 800 number to activate card. The training documentation for Cardholder initial log on is included in Section 19.

## Changes to Cardholder Account Information

Type of Change	Action to be Taken
Name change, address change and password change can be completed by P-Cardholder in their Access Online account.	Forward copy of change information to P-Card Administrator. <b>Never</b> change your Cardholder billing statement address. The original bill must always come to your department administrative office.
Termination of County employment.	Employee prepares a P-Card Account Closing memo to Site Coordinator stating reason for discontinuance of P-Card Account. Site Coordinator forwards completed memo and Cardholder's P-Card to P-Card Administrator. P-Card Administrator closes account.

## Transaction Declined - Cardholder

### Procedure:

1. Contact Customer Service at U.S. Bank (1-800-344-5696). Ask why the transaction was declined. In most cases, a declined transaction is due to the dollar amount or the SIC (Standard Industrial Code) corporate blocks. In the case of a SIC block, as for the Code (this will be a four-digit number).
2. Contact the P-Card Administrator with the following information:
  - Cardholder name
  - Transaction amount
  - Vendor name
  - Time of transaction
  - SIC (if applicable)
3. P-Card Administrator will contact vendor and ask the vendor to contact U.S. Bank Customer Service Number: 1-800-344-5696.

### Policy:

There is a forty-eight hour window in which we have to override this transaction decline.

The SIC code information is needed to prevent future transaction declines for the same SIC.

There will be no manual overrides for transactions over the \$1,000 per transaction limit.

**Split purchases are not allowed.**

## **Lost or Stolen Card - Cardholder**

### **Procedure:**

1. If you think your card has been lost or stolen or your account has been compromised in any way, **immediately call U.S. Bank: 1-800-344-5696**. U.S. Bank may ask you to FAX them a Lost or Stolen Card Notification form. The FAX number is on the notification form on the next page.
2. Immediately notify your Site Coordinator and the P-Card Administrator that your card has been lost or stolen. Send a copy of the notification form to your Site Coordinator and the P-Card Administrator.
3. The P-Card Administrator will cancel the existing card and work with U.S. Bank to get a new card issued.
4. The P-Card Administrator will notify Site Coordinator when new card arrives and forward the new card to the Site Coordinator to give to the Cardholder. Site Coordinator will have the Cardholder sign for the new card.

### **Policy:**

Strict security of purchasing cards must be maintained. The card is County property and should be secured just as you would secure your own personal credit cards. You must immediately notify the P-Card Administrator if card security has been jeopardized.

*Lost of Stolen Card Notification*

CARD WAS:  LOST  
 STOLEN  
 OTHER (Describe) \_\_\_\_\_  
\_\_\_\_\_

CARDHOLDER NAME: \_\_\_\_\_

DEPARTMENT/DIVISION: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

DATE CALLED IN TO U.S. BANK: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_  
Cardholder's Signature

Fax to: U.S. Bank 1-701-461-4001

Sent copy to: \_\_\_\_\_ P-Card Administrator  
Date: \_\_\_\_\_  
Send copy to: Site Coordinator Date: \_\_\_\_\_

Keep a copy for your records.

***THIS FORM MUST BE SENT TO BANK WITHIN FIVE (5) DAYS OF PHONE CALL TO REPORT A LOST OR STOLEN CARD.***

## Card Restrictions

Each Cardholder has restrictions based on the vendor, dollar amount per purchase and dollar amount per month. The per item purchase limit is \$1,000 per day per vendor. The monthly purchasing limit is \$10,000.

Cash refunds are not allowed.

Cards have been blocked against use with some non-business related establishments as well as travel-type purchases by denying approval on certain SIC (Standard Industry Codes.) (For example: cash advances, jewelry stores, liquor stores, health clubs, etc.) If you present the card to these vendors, the purchase will be declined.

If your purchase is declined and you feel the decline should not have occurred, please contact your P-Card Administrator to determine why you were declined.

Purchasing items with your P-Card does not release you from following the County's policies and procedures associated with the item.

## Changing Card Restrictions

### Procedure:

1. Each card has been assigned an individual monthly credit limit. If, after you have begun to use the program, you find that the limit is too low to accommodate your monthly requirements, please contact the P-Card Administrator to ask for a re-evaluation of your limit.
2. The P-Card Administrator will consult with the Finance Director and, if approved, will finalize the increase with U.S. Bank and notify the Cardholder and the Site Coordinator of the effective date of the increase.

### Policy:

For some requests, the P-Card Administrator will consult with the Procurement Department Director and the Finance Director.

## Purchase at a Store - Receipts

### Procedure:

1. When you make a purchase at a store, *make sure the vendor is aware of the fact that you are a County employee.* Give the vendor the County's tax-exempt number located on the front of your P-Card. A copy of the tax exempt certificate is contained in your P-Card folder.
2. If you are tracking this purchase to a work order number, write the work order number on the receipt.
3. Hand write the purchase information on the Individual Transaction Sheet in your P-Card folder.
4. Retain the original receipt in your P-Card folder or turn it into your department finance section. These original receipts must be submitted with your original P-Card statement to your Site Coordinator for reconciliation purposes.
5. All P-Card purchases must be entered by the Cardholder into the Department's P-Card Master Transaction Log. Fill out all fields on the master transaction record and save the file.
6. In the upper right corner of the original receipt, write in the transaction number obtained from the P-Card Master Transaction Record spreadsheet.

### Policy:

The County does not pay sales tax. If the vendor insists on adding tax, the card holder has the following options:

- Dispute billing
- Refuse purchase
- Call P-Card Administrator about vendor

**Record keeping is essential to ensure the success of this program.**

Document any and all information on your receipt. This will insure that the required information is available for the Site Coordinator and the auditors.

**An itemized original receipt is the only acceptable receipt.**

If you lose a receipt:

1. Contact the vendor for a replacement receipt.
2. If the vendor is unable or unwilling to give you a replacement receipt, write up the purchase details: date, items purchased and amount, and vendor name, address and phone number and put it in your P-Card folder.

## Monthly Reconciliation – Cardholder Responsibilities

### Procedure:

1. On or around the 27th of each month the P-Card Administrator will download the U.S. Bank activity report for the current billing cycle and send it to the Departments' Site Coordinators so that they can begin reconciling monthly charges. The billing cycle is the 26<sup>th</sup> of the previous month through the 25<sup>th</sup> of the next month.
2. Approximately 4 days after the activity report is sent to your Site Coordinator, you should receive your original statement from U.S. Bank
3. You should once again check that your transactions on the activity report and your original U.S. Bank billing statement match exactly. You have until the 10th day of the next month to reconcile your file with your Site Coordinator and finance section.
4. To prepare your reconciled billing for the Site Coordinator, do the following:
  - (a) Match your original U.S. Bank billing statement to all original receipts and your entries in the Master Transaction Log and your Individual Transaction Log.
  - (b) Attach all original receipts to your U.S. Bank billing statement in the order they appear on the statement (usually chronological order). Make sure the Master Transaction Log number appears in the right corner of the original receipt.
  - (c) Sign your original U.S. Bank billing statement as evidence that you have reconciled the statement, have attached all original receipts and that all purchases were made by you. If there is an item that you dispute, highlight the item on the billing statement and attach a copy of the dispute form that was sent to U.S. Bank.

### Policy:

It is the cardholder's responsibilities to reconcile all transaction on the U.S. Bank billing statement to the entries recorded on the Department Master Transaction Log and the Cardholder's Individual Transaction Log.

Reconciliation of a Cardholder's account must be done by the Cardholder and turned into the Site Coordinator by the 10th day of the next month.

If there is an error on your transaction file, refer to the Disputed Billing Process section of this manual.

If you are on vacation, sick leave, etc., identify someone to work with your Site Coordinator to reconcile your transaction file in your absence.

If a transaction has not appeared on a statement for three months, contact U.S. Bank.



## Approved Vendors

A list of “approved vendors” for use with your card is listed on the top of your card. **You may not use your card to purchase from any other vendor.**

## Reports to Management

Summary reports will be created by the P-Card Administrator and distributed to the Elected Officials, Department Directors and Managers at their request.

Ad hoc reports can be created using the current month's information or from another reporting product for historical information. Reporting tools will be available to the P-Card Administrator.

### **P-Card Program Measurements:**

#### Statistical data:

- Comparison of the number of Purchase Orders to P-Card transactions
- Dollar value of P-Card transactions
- Number of cards and accounts opened/closed
- Number of vendors used

Narrative information about the program.

Narrative information collected from quarterly surveys with Card/Account Holders.

## *Summary*

Vendors are paid by U.S. Bank within three days of your business transaction. Please indicate to vendors that they should not send an invoice, as an invoice could result in duplicate payment.

The program is designed to be simple and easy to use, providing you the goods needed to perform your job more quickly and with fewer steps to accomplish the task. There also will be appropriate controls maintained to ensure the ongoing success of the program.

Please remember to exercise good judgment and act responsibly when using your card. The card is issued in your name and all activity will be assumed to have been incurred by you. Be sure to maintain your transaction file accurately and always retain your original receipts.

Random audits will be conducted for both card activity and retention of original receipts. Consequences, ranging from suspension of cards to termination of employment, will be invoked for improper use of the program.

Your feedback regarding this program is important. We need to know if you have issues, and we welcome suggestions for improvement.

Your use of this program in your daily business can help to make significant change in eliminating a variety of costly manual transactions. It is another in a series of many efforts to improve the way we conduct business.

If you have any questions about the program or need additional information, please contact the P-Card Administrator, Sharon LeRoux, extension 6401.

**MASTER TRANSACTION LOG CONTAINING TRANSACTIONS FOR ALL CARDHOLDERS**

This Master Transaction Log must be reconciled with the U.S. Bank billing download provided to the department on or about the 26th of each month by Procurement & Contracts. Further instructions on the handling of this log are contained in the training documentation.

DEPARTMENT NAME:

FOR BILLING CYCLE:

26, 2004, THROUGH 25, 2004

**THE LOG NUMBER SHOULD BE PLACED ON ALL ORIGINAL RECEIPTS**

LOG NUMBER*	Cardholder Initials	Paid Invoice #	Date	Vendor Name	Description of Purchase	Invoice Amt.	Acct. Number	Subtype
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								

### HOW TO REGISTER FOR ACCESS ONLINE INTERNET ACCESS TO CARDHOLDER INFORMATION AND TRANSACTION MANAGEMENT

AccessOnline is a web-based electronic program that provides you with quick access to your complete account information, enabling you to view your account activity and billing statements online. In order to use the U.S. Bank AccessOnline services, you need to get registered.

AccessOnline allows you to create your own User ID and Password and is easy to use. The first step you need to take before attempting to register online is to call U.S. Bank at the number provided on their enrollment letter and activate your card. Then, register online as follows:

- Go to: <https://access.usbank.com> and enter the Company short name  
**ENTER EPCPUR – no exceptions**
- Click on the "Register Online" link at the bottom of the log on area.

At the next screen, enter the following:

- 16-digit account number  
**ENTER THE NUMBER ON THE FACE OF THE CARD**
- Account Expiration Date  
**ENTER THE MONTH AND YEAR ON THE FACE OF THE CARD**
- FIVE DIGIT ZIP/Postal Code for the billing address. Your billing statements will come directly to your department location.  
**ENTER THE ZIP CODE FOR YOUR DEPARTMENT LOCATION**
- Phone and Fax number format: No dashes, hyphens, parenthesis or spaces.  
**ENTER THE NUMBERS FOR YOUR DEPARTMENT LOCATION**
- User ID's must be 7 to 12 characters in length and can be alpha and/or numeric. User ID's must also be unique; try to think of a distinctive ID (i.e. if your name is John F. Smith try the User ID jofsmith3).  
**ENTER THE THREE-LETTER ACRONYM FOR YOUR DEPARTMENT AND YOUR LAST NAME WITH NO SPACES, FOR EXAMPLE: fmdtalburt**
- Passwords must be 8 to 20 characters in length, with at least one alpha and one numeric character.  
**CHOOSE A PASSWORD THAT IS EASY FOR YOU TO REMEMBER**
- User Verification is used to authenticate your account if you forget your User ID or Password.  
**CHOOSE FROM THE DROP DOWN LIST AND ENTER THE INFORMATION FOR THAT CHOICE.**

When entering information in self-registration, if any of the entered information is not valid the system returns an error message. You have three attempts to correct the information. If all three attempts fail, the account with incorrect information will be locked out from self-registration. You will need to contact U.S. Bank Customer Service at 1-877-887-9260 to unlock your account.

**Congratulations, you are now registered to enter AccessOnline. To maximize your online experience, I would like to encourage you to check out the system's web-based training materials prior to utilizing AccessOnline. This highly intuitive web-based training experience will help you get the most out of this new tool.**

To access the U.S. Bank online training tools go to <https://wbt.access.usbank.com> and enter the following password: mesa.

**Welcome to AccessOnline! If you have any questions, please call me at Ext 6401, or if you are having trouble with your initial registration, please call the U.S. Bank Customer Service Desk at 1-877-887-9260.**

## CARDHOLDER RECONCILIATION OF CHARGES

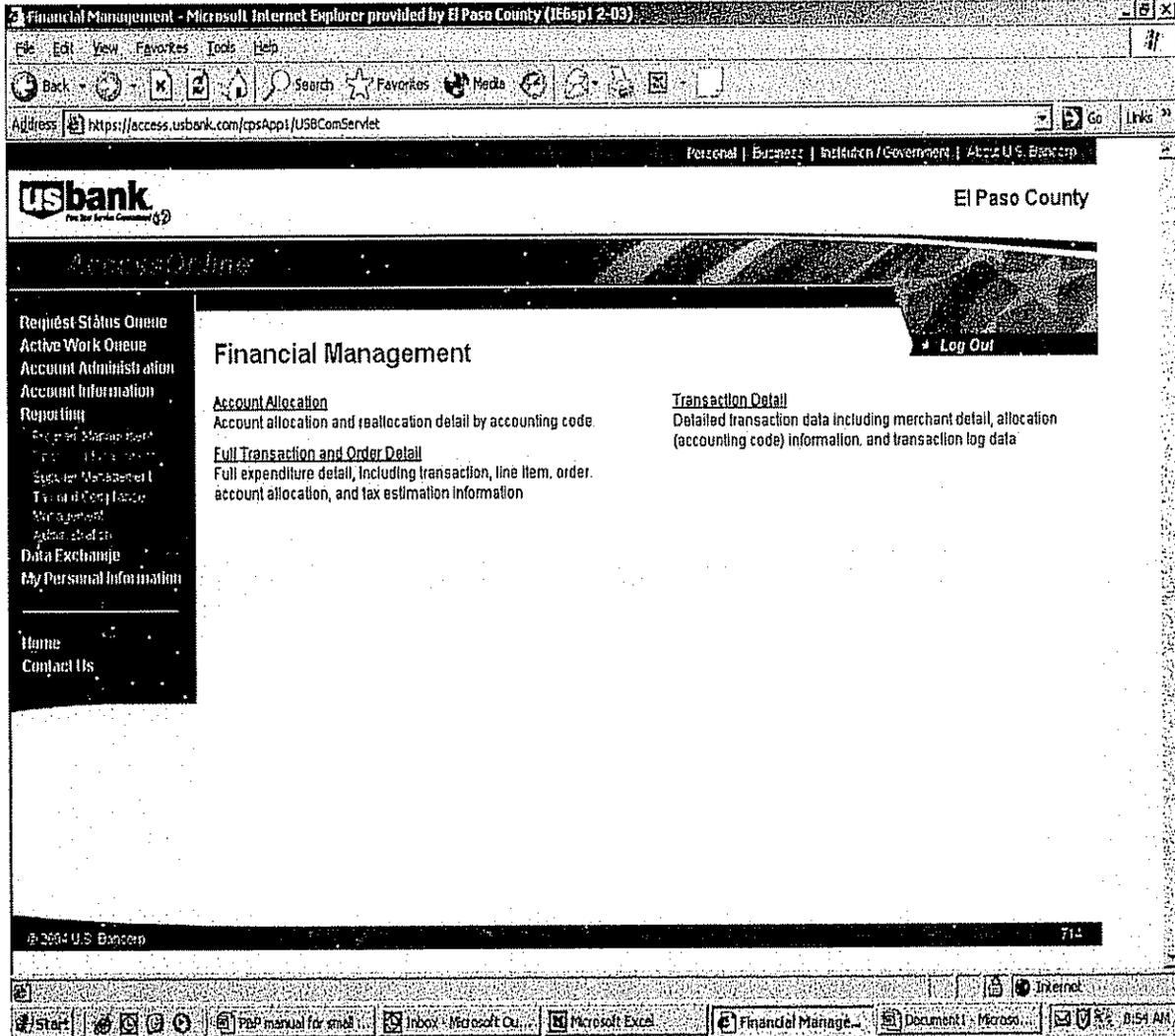
### A. HOW TO REVIEW YOUR ACCOUNT INFORMATION

1. Log into AccessOnline: [www.access.usbank.com](http://www.access.usbank.com)
2. On the left sidebar, click on Reporting, then select Financial Management.

The screenshot shows a Microsoft Internet Explorer browser window displaying the US Bank AccessOnline Reporting page. The browser's address bar shows the URL <https://access.usbank.com/cpsApp1/USBComServlet>. The page header includes the US Bank logo and "El Paso County". The main content area is titled "Reporting" and features a "Log Out" button. A left sidebar contains a navigation menu with the following items: Request Status Queue, Active Work Queue, Account Administration, Account Information, Reporting (selected), Program Management, Financial Management, Supplier Management, Tax and Compliance Management, Administration, Data Exchange, and My Personal Information. Below the sidebar, the "Reporting" section is divided into four sub-sections: **Program Management** (General program management activities and monitor company policy compliance), **Financial Management** (Monitor expenditures, track variances and manage account allocations), **Supplier Management** (These reports manage supplier relationships, support supplier negotiations, and manage spending by category), and **Tax and Compliance Management** (Estimate sales/use tax, track spending for 1099/1057 vendors, and perform other regulatory reporting). The **Administration** section notes that these reports allow administrators to support system functionality. The footer of the page displays "© 2004 US Bank" and the number "714". The Windows taskbar at the bottom shows several open applications, including "P&P manual (x-shel...", "Index - Microsoft Out...", "Microsoft Excel", "Reporting - Micros...", and "Document1 - Microso...", along with the system clock showing "8:54 AM".

B. FINANCIAL MANAGEMENT

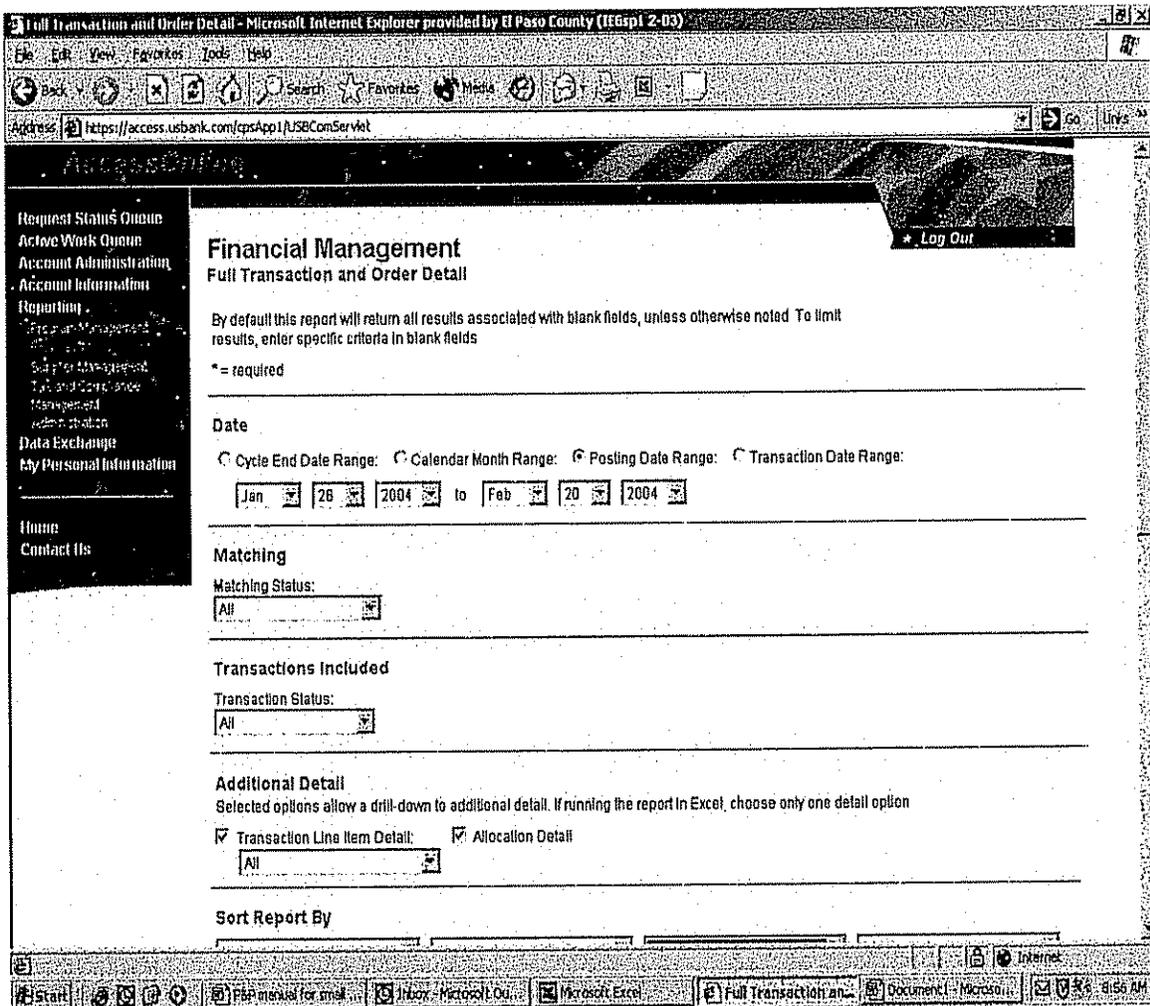
Under Financial Management, click on Full Transaction and Order Detail



C. FULL TRANSACTION AND ORDER DETAIL

1. Upper Screen: Select the Date (see below); use the default "All" for Matching Status and Transactions Included; use the defaults "No" for Show Allocation and "All" for Merchants

- In the Date area, click on one of the following:
- Cycle End Date Range: this is the closing date for the billing cycle, always the 25<sup>th</sup> day of the month. This report is not available for current purchases until the bank has issued the statement for the month, so it could not be run until about the 27<sup>th</sup> of the month. Use the 25<sup>th</sup> date, however, as that is the actual cycle end date.
- Calendar Month Range
- Posting Date Range: Usually 24 hours to 48 hours after the transaction date.
- Transaction Date Range: date of purchase.



# Purchasing Card Policies & Procedures

- 2 Lower Screen: Do not fill in the Current Default Accounting Code; select the Sort Report By fields for your needs; use the default Report Output of "PDF" and use the Group Report By bank defaults, then select Run Report

Full Transaction and Order Detail - Microsoft Internet Explorer provided by El Paso County (IEGsp1 2-D3)

File Edit View Favorites Tools Help

Back Home Search Favorites Media

Address: https://access.usbank.com/cpsApp1/USBConServlet

Posting Date Transaction Date Merchant Name Transaction Amount

Ascending Order  Descending Order

Ascending Order  Descending Order

Ascending Order  Descending Order

Ascending Order  Descending Order

**Report Output**  
Excel is not available if more than one "Additional Detail" was selected

Summary Output:  
Selection defines the output format for the summary report.  
PDF

Detail Output:  
Selection defines the output format for the detail report when links are chosen from the summary report.  
PDF

**Group Report By**

Processing Hierarchy Position:  
if selected, a processing hierarchy position is required.  
Bank: 1425 Agent: 6791 Company: Division: Department: Search for Position or Add Multiple

Account Number(s):  
if selected, at least one account is required. Separate multiple accounts by a comma and no spaces  
Search for Accounts

**Break/Subtotal Level**  
- No Break/Subtotal -

Reset Run Report

<< Back to Financial Management

Start Pop manual for anal... Inbox - Microsoft Ou... Microsoft Excel Full Transaction an... Document1 - Microsp... 8:15:56 AM

# Purchasing Card Policies & Procedures

- Below is a sample report. This report will only show your purchases. Review the report to make sure your purchases are correct, especially to make sure that Sales Tax has not been added to a purchase. It is your responsibility to contact a vendor and have Sales Tax removed from a purchase. If there is a problem with a vendor regarding Sales Tax, please contact the Program Administrator for assistance.

A Cardholder should review purchases at least weekly to ensure that all charges are correct and that all purchases have been properly entered into the Department Master Transaction Log. Remember that purchases will be audited to ensure that all purchases are entered into the Department Master Transaction Log within a reasonable time of being made.

Full Transaction and Order Detail - Summary

Posting Date Range: 01/25/2004 to 02/29/2004  
 Matching Status: ALL  
 Transaction Status: ALL  
 Sort: (1) Posting Date (2) Transaction Date (3) Merchant Name (4) Transaction Amount  
 Processing Hierarchy Position: Bank: 1425 Agent: 6791 Company: 35425 Division: 2000 Department: ALL  
 Branch/SubUnit: DEPARTMENT

Posting Date	Merchant Name	Account No.	Trans Date	Posting Date	Posting Time	Merchant Name	Trans Amt	Sales Tax	Trans Status	Trans Detail	Auth Detail
Unwatched	MICHELLE E. FUELLNER	001029200	02/19/2004	02/19/2004	00:00:00	KING SCOPERS #0001 891	100.00	0.00	Not Reviewed	N	Detail
Unwatched	MICHELLE E. FUELLNER	001029200	02/19/2004	02/19/2004	00:00:00	KING SCOPERS #0001 891	15.67	0.00	Not Reviewed	N	Detail
Unwatched	MICHELLE E. FUELLNER	001029200	02/19/2004	02/19/2004	00:00:00	KING SCOPERS #0001 891	100.00	0.00	Not Reviewed	N	Detail
Unwatched	RUTHA REED	001029200	02/19/2004	02/19/2004	00:00:00	KING SCOPERS #0001 891	200.00	0.00	Not Reviewed	N	Detail
Subtotal for Bank: 1425 Agent: 6791 Company: 35425 Division: 2000 Department: 1216							11,320.57	5.20			
Total: DEPARTMENT 1216											
Unwatched	MI MCGAN	0010153301	01/22/2004	01/22/2004	04:00:00	OFFICE MAX 00000175	21.76	0.00	Not Reviewed	Y	Detail
Unwatched	MARIA LYDON	0010153301	01/26/2004	01/27/2004	01:20:16	THE HOME DEPOT 5519	11.18	0.00	Not Reviewed	N	Detail
Unwatched	PALKA LYDON	0010153301	01/26/2004	01/27/2004	00:00:00	WILSON ELECTRIC	47.85	0.00	Not Reviewed	N	Detail
Unwatched	GLENN AGUILAR	0010153301	01/26/2004	01/26/2004	01:20:16	THE HOME DEPOT 5519	716.90	0.00	Not Reviewed	Y	Detail
Unwatched	GLENN AGUILAR	0010153301	01/27/2004	01/27/2004	04:00:00	OFFICE MAX 00000175	20.47	0.00	Not Reviewed	Y	Detail
Unwatched	MICHELLE E. FUELLNER	0010153301	02/02/2004	02/04/2004	00:00:00	LOWE'S #0019	20.81	0.00	Not Reviewed	Y	Detail
Unwatched	GLENN AGUILAR	0010153301	02/05/2004	02/09/2004	00:00:00	LOWE'S #0019	92.32	0.00	Not Reviewed	Y	Detail
Unwatched	MICHELLE E. FUELLNER	0010153301	02/06/2004	02/09/2004	04:00:00	OFFICE MAX 00000175	12.55	0.00	Not Reviewed	Y	Detail
Unwatched	MICHELLE E. FUELLNER	0010153301	02/06/2004	02/10/2004	02:00:00	OFFICE MAX 00000175	128.92	0.00	Not Reviewed	Y	Detail
Unwatched	MICHELLE E. FUELLNER	0010153301	02/06/2004	02/11/2004	02:00:00	THE HOME DEPOT 5519	45.15	0.00	Not Reviewed	Y	Detail
Unwatched	MICHELLE E. FUELLNER	0010153301	02/10/2004	02/12/2004	04:00:00	OFFICE MAX 00000175	27.88	0.00	Not Reviewed	Y	Detail
Unwatched	MICHELLE E. FUELLNER	0010153301	02/10/2004	02/10/2004	02:00:00	THE HOME DEPOT 5519	21.78	0.00	Not Reviewed	Y	Detail
Unwatched	GLENN AGUILAR	0010153301	02/18/2004	02/20/2004	02:00:00	THE HOME DEPOT 5519	30.00	0.00	Not Reviewed	Y	Detail
Subtotal for Bank: 1425 Agent: 6791 Company: 35425 Division: 1200 Department: 1217							1,021.41	5.20			
Total: DEPARTMENT 1217											
Unwatched	KATHY R CLARK	0010153301	01/25/2004	01/26/2004	00:00:00	WALMART SUPERCENT	169.87	0.00	Not Reviewed	N	Detail
Subtotal for Bank: 1425 Agent: 6791 Company: 35425 Division: 2000 Department: 1217							1,491.87	5.20			
Total: DEPARTMENT 1217											

**Cardholder Online Registration and  
Statements and  
Transactions Review**



# AccessOnline

Contact Us  
Login

## Welcome to AccessOnline!

Please enter the information below and login to begin

Organization Short Name:

User ID:

Password:

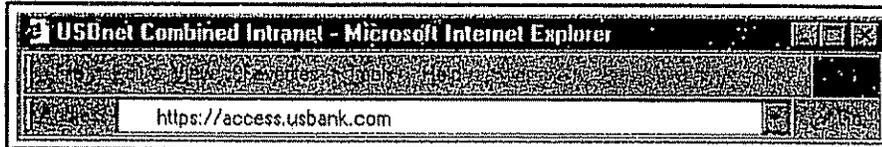
**Login**

[Forgot your password?](#)

[Register Online](#)

## Online Registration

The procedure on the following pages describes the online registration and login steps for cardholders. To register online in AccessOnline:



1. Open your web browser and navigate to AccessOnline (<https://access.usbank.com>). The *Login* page displays. You have two options for proceeding:
  - If your program is set up with online registration, then you can register your own accounts and enter your own contact information.
  - If your program is not set up with online registration, then your program administrator has already registered you, and you can log in. (Refer to the *Cardholder and Program Administrator Getting Started and Managing Personal Information User Guide* for procedures on logging in.)

**NOTE:**

Even if your program is set up to let you register your own accounts, you will see the login fields. These fields will not, however, enable you to log in until you have completed the online registration process.



2. Click the *Register Online* link. The *Online Registration: Add Accounts* screen displays.

## ONLINE REGISTRATION

**Online Registration**  
Add Accounts

To join AccessOnline, you will need a minimum of one valid account number. "Register This Account" will validate a single account. "Additional Account" will allow multiple accounts to be included in the registration process.

\* = required

3 Organization Short Name: \*

4 Account Number: \*

5 Account Expiration Date: \*  
Jan 2002

6 Account Zip/Postal Code: \*

7

8 Register This Account

Additional Account

<<Back to Login

You must complete all fields.

After filling in information for an account, click the Additional Account button to register another account. **Only click the Register This Account button after you have registered all your accounts.**

3. Type your organization short name (e.g., ACME) in the *Organization Short Name* field. The organization short name is a code that identifies your company in AccessOnline.
4. Type your 16-digit account number in the *Account Number* field, without spaces or dashes (e.g., 123456789123).
5. Select the month your account expires from the *Account Expiration Date Month* drop-down list.
6. Select the year your account expires from the *Account Expiration Date Year* drop-down list.
7. Type your account's billing address ZIP/postal code (e.g., 55406) in the *Account ZIP/Postal Code* field.

### NOTE:

If you make a mistake in typing your information, then AccessOnline displays the following error message: "Registration information is incorrect. Please try again or contact the Help Desk at 877 887 9260 for assistance." If you receive this error message, check your entries for formatting (e.g., that you do not have spaces in your account number), correct the information, and continue. If you are not able to continue, then contact the Help Desk for assistance.

If you do not complete a required field (designated with an asterisk on the screen), then AccessOnline displays the following error message: "A required field has been left blank, please complete." If you receive this error message, then check the required fields and complete the blank ones.

8. You have two options for continuing with online registration:
  - a. If you have **only one** account to register, then click the **Register This Account** button. The *Licensing Agreement* page displays and you must view and respond to the licensing agreement.

## ONLINE REGISTRATION

U.S. Bank  
The Bank You Can Count On

Home | Register | My Online Accounts | About Us | Help

ACME Corporation

Contact Us

### Licensing Agreement

Please read and accept the Licensing Agreement to continue

#### AccessOnline Terms of Service

1 ACKNOWLEDGMENT AND ACCEPTANCE OF TERMS OF ACCESSIONLINE

AccessOnline, owned and operated by U.S. Bank National Association ("U.S. Bank"), is provided to the customer under the terms and conditions of this AccessOnline Terms of Service (ATS) which incorporates by reference any operating rules or policies that may be published by U.S. Bank. The ATS as it may hereafter be amended or modified without notice, comprises the entire agreement between Customer and U.S. Bank and supercedes all prior agreements between the parties regarding the subject matter contained herein. By logging on to AccessOnline and clicking the "I Accept" button, you are indicating Customer's agreement to be bound by all of the terms and conditions of the ATS and that you have the authority to agree on behalf of

The section titles in the ATS are solely used for the convenience of the parties and have no legal or contractual significance

- b. Click the **I Decline** button to halt the online registration process.
  - c. Click the **I Accept** button to accept the terms of the licensing agreement and continue. The *Online Registration: Password and Contact Information* screen displays (Skip to Step 9)
- Or—
- a. If you have *more than one* account to register, then click the **Additional Account** button. Your already-registered accounts display as a list on the screen and the *Online Registration: Add Accounts* screen refreshes with blank fields for you to use to register another account.
  - b. Repeat Steps 2–7 to register additional accounts.
  - c. Once you have typed the information for your final account, click the **Register This Account** button. The *Licensing Agreement* page displays and you must view and respond to the licensing agreement.
  - d. Click the **I Decline** button to halt the online registration process.
  - e. Click the **I Accept** button to accept the terms of the licensing agreement and continue. The *Online Registration: Password and Contact Information* screen displays

## ONLINE REGISTRATION

**USbank** Content Management E Access

### Online Registration

Organization Short Name: CHEA

#### User ID & Password

\* = required

Please enter an ID between 7-12 alphanumeric characters and a password between 8-20 alphanumeric characters. Use a combination of letters and numbers easy for you to remember but not for others to guess.

User ID: \*

Password: \*

Re-enter New Password: \*

#### Authentication

Please select an authentication question and enter a response that will be easy to remember. This information will be used in the event you forget your password.

Authentication Question: \*

Authentication Response: \*

#### Contact Information

First Name: \*  Last Name: \*  NI:

Address 1: \*  Address 2:

City: \*  State/Province:  Zip/Postal Code: \*

Country: \*

Phone Number: \*  Fax Number:

Email Address: \*

You must complete all fields with an asterisk.

9. Type a user ID between 7–12 alphanumeric characters in the *User ID* field
10. Type a password in the *Password* field
  - Your password must be 8–20 alpha/numeric characters
  - Your password must contain at least one alpha and one numeric character
  - You cannot reuse a password for 12 months
11. Confirm your new password by typing it a second time in the *Re-enter New Password* field.

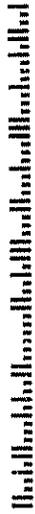
DR 0160 (07/03)  
COLORADO DEPARTMENT OF REVENUE  
DENVER CO 80261-0013

CERTIFICATE OF EXEMPTION FOR COLORADO STATE SALES/USE TAX ONLY

THIS LICENSE IS  
NOT TRANSFERABLE

USE ACCOUNT NUMBER for all references	LIABILITY INFORMATION	ISSUE DATE
98-03308-0000	04 017 N 120180	DEC 18 2003

27 E VERMIJO COLORADO SPRINGS CO



COUNTY OF EL PASO  
PO BOX 2007  
COLORADO SPRINGS CO 80901-2007

*M. Michael Cooke*

Executive Director  
Department of Revenue

