



**CITY OF KYLE,
PURCHASE CARD (P-CARD) MANUAL**

TABLE OF CONTENTS

INTRODUCTION..... 3

CARDHOLDER DUTIES AND RESPONSIBILITIES: 4

PURPOSE AND PROGRAM GOALS 5

ROLES AND RESPONSIBILITIES 5

CARD ISSUANCE AND ACTIVATION..... 7

ALLOWABLE & PROHIBITED PURCHASES..... 8

TRANSACTION CONTROLS AND LIMITS..... 9

RECONCILIATIONS & APPROVAL PROCEDURES 11

TRAINING & COMPLIANCE MONITORING 12

PROGRAM REVIEW AND POLICY UPDATES 13

DEFINITIONS 15

APPENDIX 17

INTRODUCTION

The City of Kyle Purchase Card (P-Card) Policy establishes the structure, expectations, and controls for the City's purchasing card program. This policy supports efficient purchasing for routine operational needs while ensuring strong financial stewardship, compliance with Texas purchasing laws, and alignment with the City's internal procedures.

The P-Card program provides authorized employees and elected officials with a secure, accountable mechanism to obtain goods and services that are necessary to perform their duties. The program is designed to simplify purchases for low-dollar, high-volume transactions that do not warrant formal bidding or purchase order processing.

This policy reflects the City's current procurement systems, including the Wells Fargo WellsOne Expense Manager (WOEM) platform and its integration with Tyler Incode. These tools provide the infrastructure for real-time expense tracking, receipt management, transaction coding, and approval workflows.

All participants in the P-Card program are required to follow the procedures outlined in this policy. This includes cardholders, department approvers, fiscal officers, and program administrators. Each role is accountable for ensuring that purchases are made for legitimate public purposes, accurately coded, timely reconciled, and properly documented.

The Finance Department is responsible for maintaining the P-Card program, updating this policy as needed, and providing mandatory training and support. Violations of this policy may result in disciplinary action, including revocation of P-Card privileges, reimbursement of unauthorized charges, or other corrective measures.

This policy is effective for all card transactions beginning June 1, 2025, and supersedes any prior versions.

CARDHOLDER DUTIES AND RESPONSIBILITIES:

Each employee or elected official who is issued a City of Kyle Purchase Card (P-Card) accepts personal responsibility for using the card in full accordance with this policy. Cardholders act as fiduciary agents of public funds and are expected to demonstrate sound judgment, accountability, and compliance at all times.



1. Authorized Use Only

Cardholders may use the P-Card solely for legitimate City business. Personal purchases, even if intended for later reimbursement, are strictly prohibited. Purchases must be allowable under City policies and relevant law, and must fall within the scope of the cardholder's job duties.

2. Transaction Limits

Cardholders must adhere to the assigned single transaction and monthly credit limits. Attempts to split purchases to bypass these limits are not permitted.

3. Documentation and Receipts

Every transaction must be supported by an itemized receipt. The cardholder is responsible for uploading and linking the receipt to the transaction in the WellsOne Expense Manager (WOEM) system within the posting period.

4. Expense Coding

Cardholders must code each transaction accurately and completely in WOEM, including funding source, department code, and any other required information.

5. Timely Submission

All transactions must be fully reconciled and submitted for approval by the 11th calendar day of each month. Late submissions may result in card suspension or loss of card privileges.

6. Safeguarding the Card

The cardholder is responsible for the physical security of their card. Cards must not be shared, loaned, or delegated to others. Any loss, theft, or suspected compromise must be reported immediately to Wells Fargo and the Program Administrator.

7. Compliance with Policy

Cardholders must comply with all requirements in this policy, attend required training, and respond promptly to requests for clarification or audit.

8. Cooperation with Reviews

Cardholders must cooperate with any compliance review, audit, or inquiry related to their purchasing activity. This includes providing timely documentation and responding to inquiries from the Program Administrator, Finance staff, or other authorized parties.

PURPOSE AND PROGRAM GOALS

The purpose of the City of Kyle's Purchase Card (P-Card) Program is to provide a streamlined, cost-effective method for acquiring routine goods and services that support City operations. The program is designed to reduce administrative burden, shorten procurement timelines for eligible purchases, and improve transaction transparency through automated reconciliation and approval workflows.

P-Cards serve as a complementary purchasing method to formal procurement and are not intended to replace competitive solicitation, contract purchasing, or other required purchasing processes. Rather, the P-Card program enables departments to respond quickly to operational needs while preserving accountability and fiscal discipline.

The goals of the P-Card program are to:

- Support operational efficiency. Empower staff to make timely purchases for low-cost, high-frequency needs without initiating purchase orders for every transaction.
- Ensure compliance. Establish clear and enforceable rules that align with Texas Local Government Code, City ordinances, and adopted procurement policies.
- Enhance transparency. Maintain real-time visibility into purchasing activity through the Wells Fargo WellsOne Expense Manager system and integration with Tyler Incode.
- Promote fiscal responsibility. Limit purchases to valid business purposes, enforce approval thresholds, and require timely reconciliation and documentation.
- Strengthen internal controls. Define clear roles and responsibilities for cardholders, approvers, and administrators to mitigate the risk of misuse or error.

- Improve reporting accuracy. Integrate expense data directly into the City's accounting system to support timely financial reporting and budget monitoring.

Through this policy and associated procedures, the City of Kyle ensures that P-Card usage is consistent, auditable, and aligned with the City's broader commitment to good governance and public trust.

ROLES AND RESPONSIBILITIES

The Purchase Card (P-Card) program is administered by the Finance Department, which is responsible for developing, maintaining, and enforcing all related policies, procedures, training, and compliance monitoring. The department serves as the central authority on card issuance, usage standards, and internal controls.

This section defines the core responsibilities for each role within the program, establishing clear expectations and lines of accountability.

Cardholders

Cardholders are the primary users of the P-Card and are responsible for ensuring that each purchase is appropriate, properly documented, and submitted for review in a timely manner. Key responsibilities include:

- Making only authorized purchases within assigned limits
- Retaining and uploading itemized receipts for each transaction
- Accurately coding expenses in WOEM
- Submitting transactions by the published deadline (typically the 11th of each month)
- Completing all required training

- Reporting lost or stolen cards immediately
- Cooperating with audits or policy inquiries

For more detail, refer to: Cardholder Duties and Responsibilities..

Approvers

Approvers are typically supervisors or department heads designated to review and validate transactions submitted by cardholders under their oversight. Approvers act as a critical internal control to ensure spending is appropriate, properly coded, and aligned with departmental needs. Key responsibilities include:

- Reviewing each transaction for completeness, accuracy, and policy compliance
- Confirming that all required receipts and business justifications are attached
- Verifying that transactions are correctly coded to the appropriate funding source
- Approving or returning expenses in WOEM by the monthly deadline
- Declining or escalating any transaction that appears questionable or noncompliant
- Participating in required training before being assigned approver rights

Approvers are not permitted to delegate their responsibilities to administrative staff or other personnel. Permissions may be delegated up their supervisory chain of command, or laterally.

Maintaining ethical standards in procurement is essential to preserving public trust and ensuring that the City of Kyle's resources are used responsibly and effectively.

Program Administrator

The Program Administrator (PA) oversees the day-to-day management and compliance of the P-Card program. This role is housed within the Finance Department and is responsible for:

- Issuing new cards and managing card limits, MCCG profiles, and permissions
- Maintaining records of training, cardholder agreements, and system access
- Managing charge codes, expense templates, and WOEM system configuration
- Conducting regular audits to ensure compliance with policy
- Responding to inquiries from departments, approvers, or cardholders
- Suspending or revoking cards when violations occur or internal controls require it
- Coordinating with Finance staff on Tyler Incode reconciliation and reporting

The Program Administrator has authority to enforce this policy and escalate issues to the City Manager or Finance Director as appropriate.

Finance Department

The Finance Department supports policy compliance through budget oversight, account code validation, and financial reporting. Specific duties include designated:

- Verifying that transactions align with the City's chart of accounts and funding availability
- Monitoring financial data transferred between WOEM and Tyler Incode
- Supporting audits and internal reviews
- Providing guidance on proper use of account codes and department allocations

Information Technology

The IT Department ensures that the WOEM system and any related integrations with Tyler Incode remain secure and operational. While IT does not directly manage the P-Card program, it may be called upon to assist with:

- Troubleshooting login or access issues
- Supporting mobile app deployment and QR code registration
- Maintaining system interfaces and single sign-on configurations

City Manager (or Designee)

The City Manager, or an assigned designee, maintains ultimate authority over the P-Card program and may:

- Approve exceptions to standard limits or procedures when justified
- Authorize the issuance of cards to Councilmembers, special-use cases, or consultants
- Direct internal reviews in response to misuse or policy concerns

Any request for a permanent policy exception must be approved by the City Manager in writing.

CARD ISSUANCE AND ACTIVATION

The City of Kyle issues Purchase Cards (P-Cards) to authorized employees and elected officials who require the ability to make low-dollar, operationally necessary purchases as part of their job duties. Card issuance is managed by the Finance Department and must be pre-approved by the employee's department head and the Program Administrator.

Eligibility

P-Cards may be issued to:

- Full-time City employees with procurement or operational responsibilities

- Elected officials, when authorized by the City Manager
- Other individuals approved in writing by the City Manager for specific operational needs (e.g., consultants, temporary staff)

The issuance of a P-Card is a privilege, not an entitlement, and may be revoked at any time.

Request and Approval Process

To request a card, the following steps must be completed:

1. **Request Submission:** The department director or supervisor must submit a P-Card request form to the Finance Department, indicating the business need, recommended transaction limits, and any special considerations.
2. **Review and Authorization:** The Program Administrator reviews the request, verifies users current role appropriateness, and assigns appropriate MCCG restrictions and spending thresholds.
3. **Cardholder Agreement:** The employee or official must sign the City's P-Card Cardholder Agreement acknowledging their responsibilities and agreeing to comply with this policy.
4. **Mandatory Training:** Before a card is issued, the individual must complete P-Card training, including orientation to the WellsOne Expense Manager system and the City's reconciliation and documentation requirements.

Card Activation

Once issued, the cardholder is responsible for activating the card using the instructions provided by Wells Fargo. The Program Administrator will coordinate the initial setup of WOEM system access, including login credentials, mobile app registration, and profile configuration.

Cards must not be used until the cardholder has completed all required training and received written

confirmation of activation from the Program Administrator.

Spending Limits and Profile Configuration

Each P-Card is configured with the following controls:

- **Single Transaction Limit:** The maximum dollar amount permitted for a single purchase. \$3,000.00 by default citywide.
- **Monthly Credit Limit:** The cumulative dollar amount permitted within a billing cycle.
- **MCCG Restrictions:** Category-based restrictions that block purchases from unauthorized vendors.

Limits are assigned based on the employee's role and are subject to adjustment with department head and Program Administrator approval. Temporary increases may be granted for specific purchases but must be documented and approved in advance.

Card Distribution

Once all requirements have been met, the Program Administrator will release the physical card to the cardholder and provide:

- Card usage guidelines
- A summary of transaction deadlines
- Contact information for support or reporting issues
- WOEM access instructions and QR code setup guidance

The cardholder must acknowledge receipt in writing. Cards are not to be mailed unless approved by the Program Administrator under specific operational circumstances.

ALLOWABLE & PROHIBITED PURCHASES

The City of Kyle's Purchase Card (P-Card) is intended to facilitate low-dollar, high-frequency purchases that are necessary for carrying out authorized City functions. While the card is a tool for operational efficiency, its use is governed by strict rules to ensure

transparency, compliance, and responsible stewardship of public funds.

General Principles

All P-Card transactions must:

- Serve a valid public purpose
- Be directly related to the cardholder's official duties
- Comply with Texas purchasing laws and City procurement policies
- Be supported by itemized receipts and proper documentation
- Be preapproved when required by internal department procedures or higher thresholds

Allowable Purchases

The following are examples of commonly allowable purchases when aligned with departmental needs and budget authorization:

- Office supplies and minor equipment
- Uniforms and safety gear
- Local vendor purchases for maintenance or field operations
- Travel-related expenses such as lodging, ground transportation, and registration fees (if travel has been preapproved)
- Catering or food for official meetings or training events (with proper justification)
- Small technology accessories (e.g., chargers, cables, keyboards) that do not require IT preapproval
- Conference fees and materials
- Printing and reproduction services
- Materials or consumables for community events

Allowable purchases must fall within the cardholder's assigned Merchant Category Code

Group (MCCG). Certain purchases may require additional documentation or advance written justification.

Prohibited Purchases

Use of the P-Card is expressly prohibited for the following:

- Personal purchases of any kind, regardless of intent to reimburse
- Gift cards or cash equivalents
- Alcoholic beverages, including at City-sponsored events
- Tobacco, vaping products, or controlled substances
- Fuel for personal vehicles unless part of a documented travel reimbursement plan
- Travel upgrades (e.g., first-class airfare, premium lodging) without preapproval
- Split purchases to avoid transaction limits or bypass competitive procurement
- Capital purchases, assets, or items over capitalization threshold unless specifically authorized
- Donations, sponsorships, or charitable contributions
- Services that require a contract or formal purchase order under City policy
- Any item not permitted under City ordinances, state law, or applicable grant requirements

Additional Documentation Requirements

Some categories of P-Card purchases are conditionally allowable but require supplemental documentation to verify business purpose, secure interdepartmental coordination, or ensure operational alignment. The following guidelines apply to such transactions:

Meals and Catering (including staff-only events): A list of attendees must be included with the receipt.

This can be documented by full name and title or, when impractical due to the size or nature of the event, by providing an estimated headcount with general roles (e.g., "12 Public Works staff, including equipment operators and crew leads"). Tips are capped at 20% of the pre-tax subtotal. Sales tax must not be paid on any purchase unless explicitly required by the vendor. Cardholders are responsible for presenting the City's tax-exempt form at the time of purchase. Repeated failures to use the exemption may result in revocation of P-Card privileges.

Technology Purchases: Any technology purchase that may require integration with City systems, involve software licensing, or affect cybersecurity requires prior review and approval from the Information Technology Department. The IT Purchase Approval Form, located in the Appendix, must be completed and uploaded with the purchase documentation in WellsOne Expense Manager.

Interdepartmental Purchases: When making purchases on behalf of another department, cardholders must include written documentation confirming authorization from the receiving department. This may take the form of an email, signed memo, or letter indicating agreement from the department head or designee. The document must clearly identify the purpose of the purchase and who will be financially responsible for the expense.

All required documentation must be uploaded in WOEM and linked to the corresponding transaction before submission for approval. Incomplete or undocumented transactions may be rejected or flagged for further review.

TRANSACTION CONTROLS AND LIMITS

The City of Kyle enforces strict transaction controls to ensure that all purchases made with a City Purchase Card (P-Card) are lawful, authorized, and appropriate. In addition, we use transaction controls to manage purchasing risk, ensure responsible use of public funds, and align card capabilities with individual roles and departmental needs. These controls are administered by the Program Administrator and configured within the Wells Fargo WellsOne Expense Manager (WOEM) and Commercial Card Account Services (CCAS) systems.

All cardholders must operate within their assigned limits. Exceptions are granted only with prior written authorization from the Program Administrator and, in certain cases, the City Manager.

Core Control Types

Each P-Card is subject to the following program-wide controls:

Single Transaction Limit (Swipe Limit): The maximum amount allowed per transaction is firmly set at \$3,000.00. This limit reflects the threshold established under Chapter 252 of the Texas Local Government Code, which governs purchases that must be competitively bid or otherwise procured through formal procedures. Any purchase above \$3,000 may only be made with a P-Card if proper procurement steps have been completed and documented in accordance with City policy and state law. All documentation must be uploaded in WOEM and linked to the corresponding transaction before submission for approval.

Monthly Credit Limit: The cumulative dollar amount that may be spent within a billing cycle. This limit is role-based and may be increased through a formal request process. Default limits are as follows:

- Individual Contributor / Supervisor: \$3,000
- Manager: \$5,000
- Executive: \$5,000 - \$10,000
- Assistant City Manager: \$15,000
- City Manager: \$30,000

Merchant Category Code Groups (MCCGs): Predefined categories of allowed vendors based on cardholder role and responsibilities. Transactions attempted outside of the assigned MCCG will be automatically declined.

Blocked Merchant Categories: Certain vendor types are blocked by default, including alcohol vendors, personal services, travel brokers, and fuel stations (unless specifically authorized).

Enforcement of the \$3,000 Limit

Cardholders may never split purchases to circumvent the \$3,000 limit. Any attempt to do so is

considered a violation of both this policy and applicable purchasing law.

Exceptions to the \$3,000 per-swipe limit are permitted only when:

- The purchase is supported by documentation that demonstrates compliance with City purchasing procedures
- A valid quote, purchase requisition, or Council-approved procurement record is attached
- The exception is approved in writing by the Program Administrator or Finance Department

Transactions above \$3,000 without evidence of proper procurement will be flagged and may be subject to revocation of P-Card privileges and could result in disciplinary action for flagrant offences.

Requesting a Monthly Limit Increase

When operational needs exceed a cardholder's assigned monthly credit limit, the following process applies:

1. **Initiate in WOEM:** The cardholder selects "Request Change" in WOEM, specifying the requested limit and the reason for the adjustment.
2. **Supervisor Review:** The request is routed to the cardholder's supervisor or department director, who evaluates the justification and either approves or denies the request.
3. **Program Administrator Review:** Upon supervisor approval, the request is submitted to the Program Administrator for final approval and activation. The change is recorded in the cardholder's system profile.

Requests may be temporary or permanent and must be submitted prior to initiating the purchase..

Real-Time Alerts and Monitoring

WOEM and CCAS generate real-time alerts to notify cardholders and administrators of:

- Declined or attempted prohibited transactions
- Missing documentation
- Purchases near established limits
- Transactions requiring supervisor review

The Program Administrator monitors these alerts regularly and may reach out to cardholders or approvers to request clarification or take corrective action.

Emergency or Exception Use

Temporary exceptions to established limits or MCCG restrictions may be granted during emergencies or for specific operational needs. These exceptions must:

- Be approved in writing before the transaction
- Include documentation that procurement protocols were followed
- Be clearly noted in WOEM with supporting files
- Be reported to Finance within 24 hours for reconciliation

All exceptions must be traceable and justifiable under City and state purchasing requirements.

RECONCILIATIONS & APPROVAL PROCEDURES

All Purchase Card (P-Card) transactions must be fully reconciled, reviewed, and approved in a timely and accurate manner. Reconciliation ensures that expenses are properly coded, documented, and attributed to the correct funding source before they are posted to the City’s financial records.

The City of Kyle uses the Wells Fargo WellsOne Expense Manager (WOEM) system to manage reconciliation, approvals, and expense tracking. Cardholders, approvers, and program administrators must use WOEM to complete their responsibilities as outlined below..

Cardholder Responsibilities

Cardholders must reconcile all transactions by the 11th calendar day of each month. This includes:

- Reviewing transactions for accuracy and legitimacy
- Uploading and linking itemized receipts for each transaction
- Entering required coding, including department, account, project, and funding source
- Providing a clear business purpose for each expense
- Completing any required documentation, including forms for meals, technology, or interdepartmental purchases as outlined in Section 5

Transactions must be marked as “Complete” in WOEM to initiate the approval workflow. Late or incomplete reconciliations may result in temporary suspension of card privileges.

Receipt Requirements

Receipts must be:

- Itemized (showing what was purchased, not just the total)
- Uploaded directly into WOEM
- Linked to the appropriate transaction

If a receipt is missing, cardholders must complete a Missing Receipt Acknowledgment Form (available from the Program Administrator) and upload it in place of the receipt.

Sales tax must not be paid unless permitted by law. Cardholders are responsible for providing the City’s tax-exempt certificate when making purchases..

Approver Responsibilities

Department supervisors or designated approvers must review and approve all submitted transactions in WOEM by the 13th calendar day of each month. This includes:

- Verifying the accuracy and completeness of

coding and documentation

- Reviewing receipts and business justifications
- Returning any transactions that require correction or clarification
- Rejecting transactions that appear unauthorized, excessive, or noncompliant

Approvers must not delegate their approval authority to administrative staff. They are expected to complete required training before assuming this role.

Program Administrator Oversight

The Program Administrator is responsible for:

- Monitoring outstanding reconciliations and approvals
- Following up on delinquent submissions
- Providing guidance and technical support to cardholders and approvers
- Escalating unresolved or problematic transactions to Finance or the City Manager as appropriate

WOEM reporting tools are used to generate compliance reports, track late activity, and document all actions taken during the reconciliation and approval period.

Coding and Allocation Standards

All expenses must be coded to the correct:

- Department or division
- Fund and account
- Project (if applicable)
- Function or grant (when required)

Use of “general,” “miscellaneous,” or placeholder codes is discouraged unless approved by the Finance Department for unique cases.

Deadline Summary

To ensure timely reporting, compliance with City procedures, and accurate financial reconciliation, all

cardholders and approvers must adhere to the following monthly deadlines (unless otherwise stated).

| Action | Responsible Party | Deadline |
|-----------|----------------------|--|
| Reconcile | Cardholder | 11 th calendar day of the month |
| Approval | Supervisor/ Approver | 13 th calendar day of the month |
| Follow-up | Program Admin | Ongoing |

Failure to meet these deadlines may result in administrative follow-up, temporary card suspension, or escalation to department leadership.

TRAINING & COMPLIANCE MONITORING

The City of Kyle requires all participants in the Purchase Card (P-Card) program to complete formal training and adhere to ongoing compliance requirements. The goal is to ensure that cardholders and approvers understand their responsibilities, use the system correctly, and support lawful, auditable, and efficient purchasing practices.

The Finance Department is responsible for administering training, maintaining participation records, and monitoring compliance across all departments.

Mandatory Training Requirements

Training is required before any individual may be issued a P-Card or assigned as an approver. Training includes policy review, system navigation (WOEM), documentation standards, and legal and ethical obligations under state law.

| Audience | Training Requirement | Frequency |
|-------------|----------------------|-----------------------|
| Cardholders | Policy & WOEM | @ Issuance & Annually |
| Approvers | Policy & WOEM | Annually |
| Dept. Exec | Policy | Annually |

Training is conducted by the Finance Department and may be offered in-person, virtually, or through a certified learning platform. Attendance is tracked and may be verified as part of audit procedures.

Annual Recertification

All cardholders and approvers must complete annual recertification to retain their active roles in the program. The Finance Department will notify participants of recertification deadlines. Failure to complete required training by the specified date will result in suspension of card privileges or approval access.

Compliance Monitoring

The Finance Department performs monthly and quarterly compliance checks to ensure proper card use and policy adherence. Monitoring activities include:

- Reviewing untimely reconciliations or approvals
- Identifying missing or insufficient documentation
- Checking for personal or unallowable purchases
- Tracking frequent tax errors or unsupported business purposes
- Verifying that receipts, coding, and business justifications are in place

All monitoring results are logged and reviewed by the Program Administrator. Findings may be shared with department heads, Finance, or the City Manager for additional oversight or corrective action.

Corrective Action and Enforcement

Violations of this policy may result in one or more of the following corrective measures:

- Verbal or written warning
- Mandatory retraining

- Suspension or revocation of P-Card privileges
- Reimbursement of unapproved or noncompliant purchases
- Escalation to Human Resources or City leadership for disciplinary action

Repeat offenses or serious violations (e.g., use of the card for personal gain, intentional circumvention of controls) may lead to more serious disciplinary outcomes, including formal investigation or termination.

PROGRAM REVIEW AND POLICY UPDATES

The City of Kyle’s Purchase Card (P-Card) program is subject to periodic review to ensure continued compliance with applicable laws, financial controls, and operational best practices. The Finance Department is responsible for managing the overall effectiveness of the program and maintaining the accuracy and relevance of this policy.

Policy Ownership

The P-Card policy is maintained by the Finance Department. All questions, interpretation requests, or concerns about this policy should be directed to the Program Administrator or the Director of Finance.

The department is responsible for:

- Ensuring that the policy reflects current laws, ordinances, and City procedures
- Reviewing policy provisions in response to legislative changes or audit findings
- Communicating policy changes to all cardholders, approvers, and department heads.

Periodic Program Review

The P-Card program will be formally reviewed at least once per fiscal year. This review may include:

- Evaluation of program utilization, including

cardholder and transaction volumes

- Review of common compliance issues or audit flags
- Assessment of system effectiveness (WOEM and Tyler Incode integration)
- Feedback from users, approvers, and department leadership
- Recommendations for training improvements or control changes

Findings from the annual review will be used to inform any necessary updates to this policy or related procedures.

Policy Amendments

This policy may be amended at any time based on:

- Changes in state or federal law (including the Texas Local Government Code)
- Changes in City of Kyle ordinances or procurement practices
- Implementation of new systems or procedures
- Organizational restructuring or role changes
- Identification of gaps or inefficiencies during monitoring or audits

All amendments will be reviewed and approved by the Finance Department and submitted to the City Manager for final authorization. Cardholders and approvers will be notified of any material changes and, when applicable, will be required to complete updated training or sign a revised Cardholder Agreement.

Supersession

This policy supersedes all prior P-Card policies, memos, procedures, or informal practices related to purchasing card use within the City of Kyle. Any conflict between this document and prior guidance should be resolved based on the terms of this policy.

DEFINITIONS

The following terms are used throughout this policy and are defined here for clarity and consistency:

Finance Department

The City department responsible for managing the Purchase Card (P-Card) program, including policy development, training, compliance monitoring, and overall program administration.

Approver

A supervisor, department head, or designee responsible for reviewing and approving cardholder transactions in WOEM. Approvers must ensure accuracy, compliance, and proper documentation before approving any transaction.

Business Purpose

A clear and concise explanation of how a purchase supports the operational needs or public service mission of the City of Kyle.

Cardholder

An employee or elected official who has been issued a City P-Card and is authorized to make purchases for legitimate City purposes within their assigned limits.

Commercial Card Account Services (CCAS)

The Wells Fargo platform used by Program Administrators to configure card controls, monitor cardholder activity, and manage card issuance and account hierarchy.

Itemized Receipt

A receipt that lists each item purchased, including quantities, descriptions, and per-unit prices. Required for all P-Card transactions.

Merchant Category Code (MCC)

A four-digit classification code assigned to vendors by payment networks based on the goods or services they provide.

Merchant Category Code Group (MCCG)

A curated list of MCCs assigned to a cardholder's account, used to allow or block transactions with specific vendor types.

Monthly Credit Limit

The total amount a cardholder is allowed to spend within one billing cycle, as determined by their supervisor or department director.

Program Administrator

A designated staff member within the Finance Department responsible for issuing cards, managing user access, configuring system controls, overseeing compliance, and providing training and support.

Purchase Card (P-Card)

A credit card issued by the City of Kyle to authorized employees or officials for the purchase of goods and services in support of City business.

Quick Coding

A feature in WOEM that allows the cardholder to apply the same coding to multiple transactions simultaneously.

Receipt Linking

The process of attaching a digital copy of a receipt to a specific transaction within WOEM for reconciliation and audit purposes.

Reconciliation

The process by which cardholders review, code, and submit their transactions with receipts and business justifications in WOEM.

Single Transaction Limit (Swipe Limit)

The maximum dollar amount allowed for a single transaction. The City of Kyle enforces a firm swipe limit of \$3,000.00 in accordance with state law.

Spend Wizard

An automated feature in WOEM that guides cardholders through coding complex transactions, such as those requiring allocations across multiple accounts or expense types.

Tyler Incode

The City's enterprise financial management system, which receives expense data from WOEM for accounting and budget reporting purposes.

WellsOne Expense Manager (WOEM)

The City's P-Card transaction and reconciliation system provided by Wells Fargo, used by cardholders and approvers to manage expenses, attach documentation, and process approvals.

APPENDIX

This appendix includes standard forms and templates referenced throughout the P-Card Policy. All forms must be completed in full and uploaded to the WellsOne Expense Manager (WOEM) system as part of the cardholder's reconciliation process. Updated versions are maintained by the Finance Department and made available upon request or via the City's internal staff portal.

A. Missing Receipt Acknowledgement Form

Purpose: To be used when an itemized receipt is lost, unavailable, or otherwise cannot be obtained.

Required Fields: Cardholder Name, Department, Transaction Date, Vendor Name, Amount, Description of Purchase, Explanation for Missing Receipt, Certification Statement signed by Cardholder and Department Director.

Usage: This form may only be used on a limited basis. Excessive or repeated use may result in suspension of card privileges.

B. IT Purchase Approval Form

Purpose: To be completed and approved prior to any technology-related purchase that may require integration with City systems or IT support.

Required Fields: Cardholder Name, Department, Item(s) to be Purchased, Purpose and Intended Use, Description of Integration or Support Needs, Review Section for IT Department (approved, conditionally approved, or denied), Signature from IT Director or Designee.

Usage: Must be submitted with the corresponding transaction in WOEM. Purchases made without this form may be rejected during the approval process.

C. Interdepartmental Purchase Authorization Template

Purpose: To document approval when one department makes a purchase on behalf of another.

Required Fields: Purchasing Department and Cardholder Name, Receiving Department and Contact Person, Description of Items or Services Purchased, Funding Source, Written Authorization (can be satisfied via signed memo, email, or formal letter).

Usage: The written communication must clearly state that the receiving department agrees to the purchase, confirms funding, and accepts financial responsibility.

D. Tax-Exempt Certificate

Purpose: To present to vendors at the time of purchase to avoid being charged sales tax.

Usage: Cardholders must provide the certificate proactively. Any transaction that includes sales tax without justification may be flagged for correction or reimbursement.