



TOWN OF PALM BEACH

Administrative Procedures

Procedure No: 1-24-13

Effective Date: November 1, 2024

Revision To Procedure No: 1-18-3

Owner: Procurement and Contract Management

Next Review Date: September 2025

Approved:

Kirk Blouin, Town Manager

TITLE: PURCHASING CARD POLICIES AND PROCEDURES

OBJECTIVE: The Town of Palm Beach purchasing card (Pcard) program is designed to improve efficiency in processing low dollar purchases from any vendor that accepts the MasterCard credit card.

This program will allow the cardholder to purchase approved commodities and services directly from our vendors as well providing a more efficient way to pay vendors that accept credit card payments.

The purpose of these policies and procedures is to accomplish the following:

- I. To provide user departments, divisions, and bureaus an efficient and convenient method of purchasing and paying for low dollar value goods and services less than \$10,000.00 per purchase.
- II. The purchasing card is not allowed to be used for purchase of a capital asset.
- III. To reduce the amount of time and resources that are required to process requisitions, purchase orders, invoices and checks for low-dollar transactions.
- IV. To provide a convenient payment method for seminar registration fees, airline tickets, hotel charges, and other travel-related costs.
- V. To ensure purchasing card purchases are in accordance with Town of Palm Beach ordinances, policies and procedures.
- VI.. To ensure that the Town bears no legal liability from inappropriate use of purchasing cards.
- VII. To provide for disciplinary action for misuse of the purchasing card.

RESPONSIBILITY: The Purchasing Card Program Administrator (PCard Administrator) shall be responsible for day-to-day administration of the purchasing card process, and shall make any recommendations, when necessary, via the Finance Director to the Town Manager.

The Procurement and Contracts Division and the Chief Financial Officer will monitor the performance of the program.

Each department director is responsible for all purchases made by personnel under their supervision.

The following is a summary of the responsibilities of the individuals and organizations involved in the purchasing card system.

- I. Cardholder
 - A. Attend a training session upon receipt of the card via an online tutorial or with PCard Administrator.
 - B. Understand your card limits. No purchases greater than \$10,000.00 for goods and for services are allowed. Any purchase for services must be approved by procurement and assured that the certificate of insurance (COI) is in full compliance prior to any work has commenced. Amounts greater than \$10,000 must be reviewed, either approved or procured by the Procurement and Contracts Division.
 - C. Cardholder should not procure any capital asset with PCard.
 - D. Hold and secure your purchasing card. Do not share your card with anyone.
 - E. If the card is lost or stolen, immediately notify BMO Card Services at 1-800-361-3361 and the Card Administrator at 561-227-7000 or 561-227-7001, or after hours at 305-979-4645.
 - F. Obtain fair and reasonable prices. One valid quote is required up to \$10,000.
 - G. All requests for services must adhere to the Town's insurance requirements. For procuring any services please refer to above item B.
 - H. Collect and save sales receipts/invoices for the purpose of completing online reconciliation within BMO Spend Dynamics.
 - I. Match/review weekly online statements for validity of all transactions noted within BMO Spend Dynamics.
 - J. Upload the scanned copy of the original receipt to the weekly online statement. In addition, code the purchase to the correct general ledger (GL) account and include business purpose for the expenditure. If you are missing an account number structure, the cardholder shall contact PCard Administrator to have an account verified and added to their profile. In the case that an account number is associated with a project account, the same should be entered as well.
 - K. Identify disputed charges and coordinate with PCard Administrators.
 - L. Work with the vendor to clear disputes and file all necessary forms to dispute charge(s). BMO Spend Dynamics has a field to indicate that you are disputing a charge and for the reason.

- II. Designated Department Purchasing Card Reviewer and Approver
 - A. Ensure that the employee follows all guidelines in respect to charges for both goods and services.
 - B. Review weekly BMO Spend Dynamic reconciliations to ensure receipt is uploaded, proper account structure is used, and business purpose is stated.
 - C. Follow-up on unresolved disputed items. This shall be done weekly or as an incident occurs.
 - D. Review and approve submitted reconciliation within three days of receipt. All reconciliations must be completed weekly by close of business (COB), Tuesday.

- III. Department Director
 - A. Request purchasing cards for designated employees to the PCard Administrator.
 - B. Designate representatives for review and approval of online reconciliations.
 - C. Collect cards from cardholders who end employment or transfer to another department and notify the Purchasing Card Program Administrator of terminated cards within same day of termination via email.
 - D. Approve payment of charges.
 - E. Ensure appropriate disciplinary action is taken against employees who misuse the purchasing card or violate any established policy or procedure.

- IV. Purchasing Card Program Administrator (PCard Administrator)
 - A. Approve/deny all purchasing card requests.
 - B. Evaluate compliance with policies and procedures.
 - C. Evaluate program effectiveness in terms of supplier enrollment and cardholder program compliance.
 - D. Maintain and update cardholder's profile information within BMO Spend Dynamics to include, account structures, card limits, termination or modification to card usage, and card expiration dates.
 - E. Add charge groups and charge accounts as verified and approved.
 - F. Create, maintain, and modify user ID's and passwords for cardholders accessing BMO Spend Dynamics.
 - G. Adjust credit limits as requested by department director.
 - H. Coordinate program policy issues.
 - I. Provide ongoing program review and evaluation.
 - J. Participate in resolving billing disputes, as required.
 - K. Provide training or additional training as required.
 - L. Create reports by card use, both by individuals and suppliers, to determine the opportunity for better pricing.

- V. Finance
 - A. Generate monthly statements from all cardholders through BMO Spend Dynamics.
 - B. Receive weekly online reconciliations generated within BMO Spend Dynamics.

- C. Coordinate with PCard Administrator to monitor cardholder and supplier compliance.
 - D. Review online transactions for violations of Town Purchasing or Purchasing Card Policies.
 - E. Notify departments and administrators when approved statements are not received by the Monday deadline.
 - F. Pay all monthly charges from consolidated statement.
 - G. Post charges/payment to financial system.
- VI. External Auditor
Review purchasing card procedures, internal controls and payments as part of regular disbursement testing and evaluation during the yearly financial statement audit.

PROCEDURE: The purchasing card system simplifies the purchasing/disbursement process. When purchase authorization is requested by the supplier at the point-of-sale, the MasterCard purchasing card system validates the transaction against the pre-set limits. All transactions are approved or declined (electronically) based on the purchasing card authorization criteria established.

Each purchasing card is issued to a named individual and the Town of Palm Beach seal is clearly shown on the card as the governmental buyer of goods and services.

- I. Assignment and control of the purchasing card
 - A. Purchasing cards will be issued to individual employees who frequently purchase goods and services. The purchasing card will have the employee's name, the Town name, and the expiration date embossed on the face of the card.
 - B. All requests for new cardholders or changes to current cardholders shall be issued in writing, using the Purchasing Card Request Form (attached).
 - C. All requests for purchasing cards must be approved by the department director and the Purchasing Card Program Administrator.
 - D. When the Purchasing Card Program Administrator receives a purchasing card from the issuing bank, the cardholder will be required to personally take receipt of the card and sign a cardholder agreement. The cardholder will be given a copy of the purchasing card policies and procedures guide in addition to an online guide on how to reconcile.
- II. Lost or stolen purchasing cards
 - A. If a purchasing card is lost or stolen, the cardholder must immediately notify the purchasing card company, BMO at 1-800-361-3361 and PCard Administrator at 561-227-7000 or 7001, or 305-979-4645 of the loss, verbally and in writing.
 - B. The cardholder will be responsible for reporting all information necessary to reduce the liability to the Town for a lost or stolen card.
- III. Termination or transfer of cardholder
 - A. When an employee ends his or her employment, the department director shall collect the purchasing card immediately, notify the

PCard Administrator the same day so the card can be canceled and surrendered.

- B. If the department director is unable to collect the purchasing card when an employee terminates, they shall immediately notify the PCard Administrator by phone and email. The PCard Administrator will cancel the card immediately via online access to BMO Spend Dynamics.
- C. If an employee transfers to another department, the new director shall be contacted by the PCard Administrator to verify if a card is required. If yes, the PCard Administrator shall reassign the card and all related account numbers. Otherwise, the PCard Administrator shall close the account within BMO Spend Dynamics and collect the card from the employee.

IV. Limitations on the use of purchasing cards

- A. Cardholders use only – The purchasing card may be used only by the employee whose name is embossed on the card. No other person is authorized to use the card. The cardholder is responsible and accountable for all transactions that occur on his/her card.
- B. Town purchases only – The purchasing card is to be used for Town authorized purchases only. The purchasing card cannot be used for any personal use! Should a combined charge be required to secure items such as travel reservations, the charge should be paid by personal credit card and reimbursement requested for the employee's portion only. Any such use will require immediate reimbursement and will result in disciplinary action which may include dismissal and/or criminal charges.
- C. Dollar limitations
 - 1. The single limit for goods is set at \$10,000 with the exception of capital assets, which must be processed by a requisition.
 - 2. A purchase may be made of multiple items, but the invoice for each purchase cannot exceed the cardholder's limit. Charges for purchases shall not be split to stay within the single purchase limit. This will be considered abuse of the purchasing card program and may result in cancellation of card and/or disciplinary action.
 - 3. All cardholders are limited to securing services with the purchasing card to a limit of \$10,000. All purchases for services shall be referred to the Procurement and Contract Management Division to secure and issue authorization. All service requests must ensure that the vendor has approved insurance to work on Town Property prior to any authorization to the vendor to begin work. All other users must ensure compliance with Town insurance requirements before authorizing work to be done.
 - 4. Cardholders are prohibited from providing the Pcard number to a vendor for continuous billing each month. Cardholders are required to secure an invoice for each purchase.

- V. Prohibited uses of purchasing cards
 - A. Purchasing cards shall not be used for the following:
 - 1. Capital expenditures
 - 2. Cash advances
 - 3. Alcohol
 - 4. Tobacco products
 - 5. Flags
 - 6. Rental or lease of land or buildings
 - 7. Any other non-work or personal use items or services
 - 8. Capital assets

- VI. Using the purchasing card
 - A. Follow Town purchasing procedures for retaining invoices and upload invoice copies through Spend Dynamics.
 - B. Ensure that the goods or services to be purchased are allowable and for official business use only.
 - C. Determine if the intended purchase is within the cardholder's purchasing card limits.
 - D. Cardholder shall inform the merchant or supplier that the purchase is tax exempt and provide them with the tax exemption number.
 - E. Ensure that the merchant or supplier understands that charges are not to be billed until the item(s) have been shipped. If items are billed, they shall be disputed and not paid until or when the item is received.
 - F. Provide the merchant or supplier with the appropriate delivery information – do not use a post office box. Ask them to include your name in the “ship to” address. All shipments are to be Free on Board (F.O.B.) Destination.
 - G. Instruct the merchant or supplier to send the sales receipt directly to the cardholder and not to send an invoice to the Finance Department or Procurement and Contract Management Division.
 - H. Ensure all appropriate forms are completed and approved prior to making the purchase using the purchasing card for travel, conference/training fees or other transactions. Approved travel request forms shall be included as part of backup receipt.
 - J. Tell the merchant or supplier that all shipping or delivery fees, if applicable, must be charged to the purchasing card (F.O.B. Destination)
 - K. If the item is not currently in stock, and is back ordered, remind the merchant or supplier that the purchasing card cannot be billed until the back ordered item has been shipped.

- VII. Documentation
 - A. The documentation should be held until the transactions can be properly reconciled within Spend Dynamics. Cardholders are required to upload scanned invoices/receipts weekly. Documentation includes invoices, sales slips, shipping documents, packing slips, etc.
 - B. All items purchased during one transaction must be delivered in a single delivery. If an item is not immediately available, back ordering is allowed only if the merchant or supplier does not bill the purchasing card for the purchase until the item are shipped.

- C. All items purchased must be delivered by the vendor within the 30-day billing cycle. The order should not be placed without this assurance.

VIII. Missing Documentation

- A. In the event of a missing support invoice, the cardholder shall request a copy of the invoice from the vendor. Should the vendor be unwilling or unable to provide a copy, the cardholder must document the transaction, in writing, describing the items which were purchased with any detailed unit cost information, along with dates and merchant information. If this occurs, then the cardholder shall have the memo reviewed and approved by the department director. This is to be scanned and attached as the receipt.

IX. Payment and invoice procedures

- A. All MasterCard charges are electronically sent individually to each cardholder for weekly reconciliation.
- B. The monthly billing cycle runs from the 5th of the month through the 4th.
- C. The cardholder must review transactions within BMO Spend Dynamics and note any errors or disputes weekly. Invoices for all items must be scanned and attached to the corresponding transactions. Charges and backup will then be reviewed by the department representative. Cardholders are required, as part of the weekly reconciliation, to add a business purpose for the transaction within BMO Spend Dynamics. Each cardholder has assigned account numbers to them which are part of the account search function within BMO Spend Dynamics. If an account is missing, the cardholder is to request the PCard Administrator to add the account. The cardholder shall send the request via email. The PCard Administrator shall verify the account number before adding it to the account profile.
- E. Cardholders who have planned absences which coincide with the weekly online charge reconciliation shall complete their reconciliation prior to their leave.
- F. Finance will ensure that the purchasing card charges are paid timely and that the weekly online reconciliations are submitted. Department directors will be notified when individual statements are not received in the allotted time. Continued failure to meet the deadline may result in the revocation of purchasing cards at the discretion of the Purchasing Card Program Administrator.
- G. If a cardholder returns an item to the merchant, the merchant should issue credit to the cardholder's account. The cardholder is NOT authorized to receive a cash payment for returning merchandise. Cardholders should avoid merchants with restrictive return merchandise policies when possible.

X. Disputes

- A. If items purchased with the purchasing card are defective, the cardholder must return the item(s) to the vendor for replacement or credit. If the service paid for with a purchasing card is faulty, the vendor must be notified and asked to correct the situation or provide credit. If the vendor refuses to replace or correct the faulty item or

service, the purchase will be considered in dispute. If the quantity of items received is less than the invoice and charge billing, then the transaction must be disputed. In most cases, disputes can be resolved directly between the cardholder and the merchant. The cardholder should document all attempts to resolve the problem. In most cases, the merchant will issue credit. The cardholder is not authorized to receive a cash payment for returned merchandise.

- B. A disputed item must be marked as disputed within BMO Spend Dynamics.
 - C. It is essential that the time frames and documentation requirements established by the purchasing card issuer be followed to protect the cardholder's rights in dispute.
- XI. Dispute procedures
- A. The cardholder contacts the merchant about the transaction and supplies the necessary information to begin the resolution process.
 - B. The cardholder shall identify the disputed transaction within the online reconciliation within BMO Spend Dynamics. There is a box to check to note dispute.
 - C. If the problem is resolved between the merchant and the cardholder, the cardholder should contact the issuing bank to update them on the resolution.
 - D. If problems continue with a merchant, the cardholder should notify the Pcard Administrator.
- XII. Review of purchases by departments
- A. Because of their knowledge of the job responsibilities and requirements, department directors or designee are required to review each purchasing card expenditure (item purchased, amount, vendor, account number and business purpose) to ensure the goods or services were necessary and for official use.
 - B. When purchases are in question, the department director, or their designated representative, will be responsible for resolving the issue with the cardholder. If the department director cannot be satisfied that the purchase was necessary and for official use, the cardholder must provide either a credit voucher proving the item(s) were returned for credit or a personal check for the full amount of the purchase. Checks must be made payable to the Town of Palm Beach.
 - C. Misuse of the purchasing card may result in the revocation of the card or lower credit limit. Employees incorrectly using their purchasing card will be disciplined, up to and including termination.
- XIII. Disciplinary action guidelines
- A. Improper or unauthorized use of the purchasing card.
 - 1. Any incident of improper or unauthorized use of the purchasing card shall be immediately reported to the department director and to the Purchasing Card Program Administrator who will notify the Town Manager.
 - 2. The Purchasing Card Program Administrator may suspend or terminate cardholder privileges for improper or unauthorized use.

3. Improper or unauthorized use of the purchasing card will subject the employee to appropriate disciplinary action, up to and including termination.
 4. In addition to any administrative and disciplinary action that may be taken, the employee shall be required to reimburse the Town for the total amount of the improper charges, through payroll deduction or direct payment.
 5. If the purchasing card is used for personal charges and the employee is terminated, reimbursement is due from the employee. If reimbursement is not received from the employee at that time, the full amount of the charges shall be deducted from any and all monies due from the Town to the employee, including wages and retirement refunds. The Town will pursue, by any and all means necessary, repayment of any amount it has to pay on the employee's behalf.
- B. Failure to submit reports related to cardholder activity within the time periods specified by the Finance Department may result in the following action:
1. The Purchasing Card Program Administrator may suspend or terminate cardholder privileges for continual failure to submit completed online reconciliation, to Finance within the time period provided for each statement.

EXHIBITS:

Made a part of this policy are the following exhibits:

- A. Purchasing requirements
- B. Cardholder agreement
- C. Purchasing Card Request Form
- D. BMO Spend Dynamics Quick Reference

Procurement Requirements

Use of the purchasing card does not exempt the employee from obtaining the correct number of quotes, in the form prescribed, and based on the amount of the purchase.

Purchasing threshold requirements:

- Purchases less than \$10,000 require only one verbal quote.
- Request for services must be directed to Procurement to verify insurance. Procurement will place the order from their card.
- Purchases exempt from purchasing requirements are requests for registration fees, membership dues, uniform allowances, subscriptions, travel, utilities, and advertising.

Sales Tax Exemption:

Town purchases are exempt from Florida sales tax. When making purchases, please give the vendor the sales tax exemption number, 85-8012621666C-5.

Contact Information

Bank of Montreal Customer Service	888-267-7838
Purchasing Card Program Administrator (PCM Manager)	561-227-7000 or 305-979-4645
Finance Statement Review/Payment (Accounting Assistant)	561-227-6336



Town of Palm Beach Purchasing Card Program PURCHASING CARDHOLDER AGREEMENT

I agree to the following terms regarding the use of the Town of Palm Beach purchasing card assigned to me for official Town business only:

1. I understand that I am being entrusted with a powerful and valuable tool and will be making financial commitments on behalf of the Town of Palm Beach and will strive to obtain the best value for the Town.
2. I understand that under no circumstances will I use the purchasing card to make personal or unauthorized purchases, either for myself or others. Willful intent to use the purchasing card for personal gain or unauthorized use may result in disciplinary action up to and including termination of employment and prosecution to the extent permitted by law.
3. I will follow Florida law, purchasing policies of the Town of Palm Beach, and established guidelines for using the purchasing card. Failure to do so may result in revocation of my card privileges.
4. I have been provided a copy of the Purchasing Card Policies and Procedures, and/or attended training and understand the purchasing card program. I have been given an opportunity to ask questions to clarify my understanding of the purchasing card program.
5. I agree to review and reconcile transaction through BMO Spend Dynamics, verify that no taxes are being charged and attach all original purchase invoices to the statement as backup for the transaction.
6. I agree that, should I violate the terms of the agreement, I will be subjected to disciplinary action up to and including termination of employment and that I will reimburse the Town of Palm Beach for all incurred charges, and any costs related to the collection of such charges. Additionally, any such charges that I owe the Town may be deducted from any money which would otherwise be due and owing to me, including salary or wages or retirement refunds.
7. I certify that I have received a purchasing card.

Cardholder Signature/Date

Cardholder Name (print)

Department/Division

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First time Sign-In / Password Expiry [\(Video Tutorial\)](#)

Once the user logs in for the first time or their password has expired, the system will prompt the user to accept the Terms & Conditions, to change the temporary password for a permanent one.

The screenshot shows a 'Sign In' form with the following elements:

- User ID:
- Password:
- A link labeled "Forgot my password" with a question mark icon, highlighted with a red box.
- A blue "Sign In" button with a right-pointing arrow.

Password requirements:

- Must be 8 to 20 characters long
- Must have lower and upper cases
- At least one numeric character
- At least one special character

The system will request the user to create three security questions.

Note: If you forget your password, please use the link **“Forgot my password”** to reset it. Three unsuccessful attempts will lock the user out of Spend Dynamics. For additional assistance, contact your program administrator.

Settings

From the **General Navigation** menu, users may access their Personal Settings page:

The screenshot shows the 'Personal Settings' page for a user named Christiano. The page is divided into several sections:

- Charge Groups:** Charge Groups, Charge Codes
- Report Groups:** Report Groups, Reports
- Approval Roles:** Approval Roles
- Rate Groups:** Rate Groups
- Personal Details:** (Cardholder) Christiano - Personal Details, Employee ID 120, Username chris.cardholder@demo.com, Company Unit X-X-X-SV-0, Phone Number -, Email Address -, Date Added 14/08/2016, Date Modified -, Date Terminating -
- Account Management:** Account Management
- Management Codes:** Management Codes
- Customize Views:** Customize Views
- Audit History:** Audit History
- Regional Settings:** Regional Settings
- Email Management:** Email Management

A red box highlights the 'Receipt Upload via Email' field with the email address `ccar.g.yp5zn.h8139c@uat.receive-upload.com`.

This page provides access to personal settings, such as Time zones, Date and Time format, decimals, and so on.

Most importantly, it shows the customized e-mail address for invoices and receipts related to transactions (card or out-of-pocket).

Users may forward pdf files and images to this unique e-mail address so they get uploaded to their **Image Library** for transaction linking.

E-mail address has to be on the “To” field, without any CC information. Valid formats for images are PDF, JPG, BMP, TIF, GIF, DOC, XLS up to 5Mb.

Home Page [\(Video Tutorial\)](#)

On the Home Page, users will see:

- The **Main Menu** on the top
- General Navigation** menu - top right
- Card accounts** associated to their profile
- Announcements** section
- My Actions** section
- Pinned** section – when users pin their favourites, they will appear on Home page

General Navigation

In the upper right corner, there are options to change language, personal settings, help content, contact info for BMO and the logout button.

They are located under the user’s name in a drop-down:

The screenshot shows a user profile drop-down menu for 'Katherine'. The menu items are:

- Language
- Personal Settings
- Password
- Help
- Contact
- Log Out

Main Menu

The Main Menu is located at the top of the page. Based upon the user’s role, menu options may vary.

The screenshot shows the top navigation bar with the following elements:

- BMO logo
- Spend Dynamics
- Home
- Card Transactions (dropdown arrow)
- Reports (dropdown arrow)

Support Services

How to get online help

Click on the **Help** button or you can access the online User Documentation by clicking on the Documents tab in the top navigation bar.

How to get offline help

For general questions about Spend Dynamics, contact your program administrator.

To report a lost/stolen card, or fraudulent transactions, please call BMO Customer Service at 1-800-263-2263 24x7 contact centre as soon as possible.

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Image Receipts [\(Video Tutorial\)](#)

Your organization may require image receipts for all or specific card transactions.

Step 1: From the **Card Transactions Page**, select the first icon next to the transaction you want to attach an image receipt for.

Tran Date	Supplier	Amount Incl	Allocation
04/06/2014	I.E. Canada	565.00	View
05/06/2014	Staples Store #12	33.85	View
17/06/2014	Iaei	113.14	View

Step 2: On the **Transaction Details** page, select the

GL	Cost Centre	Account	Project	Work Order
Line 1				
Line 2				
Line 3				
Line 4				
More..				Balance

Supplier Description Tax invoice obtained? Disputed
Checked

You will be taken to the **Image Linking** page - **Image Library**.

Image Linking

Bank of Montreal - MasterCard: 12/28/2015

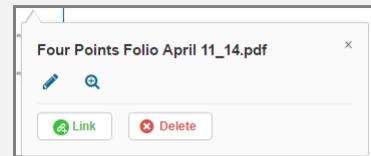
Linked Images

Image Library

Step 3: If the user has already sent the image using their unique email address (**Personal Settings** page), select it from the **Image Library**.



Step 4: A pop-up will present the option to **Link Image**.



If the receipt is not in the **Image Library**, users may upload it directly from the computer by selecting the icon.

Users will be prompted to browse their computer folders for the appropriate image. Once the image is uploaded, you may link it as in the previous step.

A “Success” message will appear in the bottom right corner. You may close the **Image Linking** page.



On the Card Transactions page, the column **Image(s)** will indicate “Yes” – there are images associated with the transaction.

If the user clicks on the Yes – an **Image preview** will show.



By selecting the magnifying glass, users will see the images (not preview), and may navigate multiple pages by clicking on page up or down.

By clicking on the , user will see details on the image file.

Folio-A-Attachment (3).pdf
06/17/2016 | 130.4 KB

The image(s) is (are) available for the approver(s) and Program Administrators’ viewing.

Note: Users may attach images to already coded transactions by clicking on the .

Attaching Receipts via Manage Image Receipts

From the **Card Transactions** page, navigate to the bottom of the page to see the [Manage Image Receipts](#) link.

By selecting one of the receipts (or uploading one), users will be prompted with Image Information. Select **Manage Image Links** to see transaction list:

Reference	Date	Image Count	Amount
Powells Bookstores	12/28/2015	0	82.21
United Cabs	12/30/2015	0	19.58
Barnes & Noble	12/31/2015	1	135.18

Choose the appropriate transaction(s) and **Save**. A success message will follow. Close the **Manage Image Receipts** page.

On the Card Transactions page, the column **Image(s)** will indicate “Yes”.

To upload **multiple images** for a single/multiple transaction(s), **scan all related receipts** into a single pdf and link it. Images are available for the user/approver, and for CPAs viewing.

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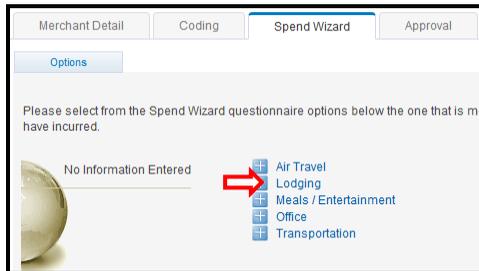
Using Spend Wizards [\(Video Tutorial\)](#)

Step 1: To code a transaction using Spend Wizard, from the **Card Transactions** page, and click on the  :

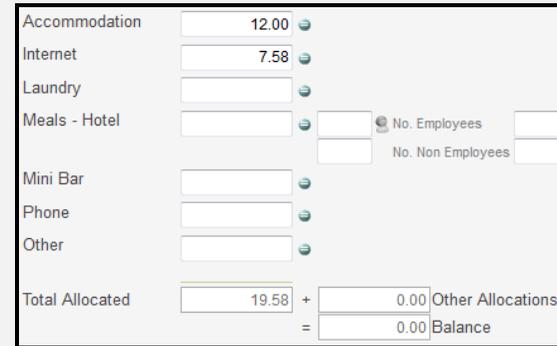
Tran Date	Supplier	Amount Incl	Allocation
04/06/2014	I.E. Canada	565.00	View 
05/06/2014	Staples Store #12	33.85	View 
17/06/2014	laei	113.14	View 

The Spend Wizard screen will show the options. These options are customized, so they might differ from the graphic below.

Step 2: Select the category:



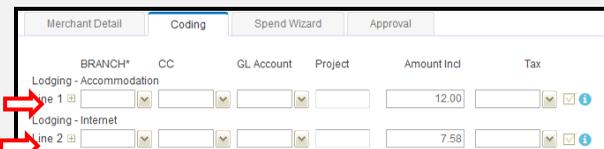
Step 3: Users may allocate amounts in different categories, as long as they have a zero balance.



If there's only one category, simply clicking on the  will allocate the full amount to the appropriate line.

Step 4: Once done, select Save.

Users will be taken to the **Transaction Details** page, in which they are able to allocate amounts for the other fields:



In the example above, the transaction for \$19.58 was split in two lines based on the Spend Wizard information.

Each line may be coded separately to accurately express the transaction details.

Step 5: When done with the coding, users may attach images by clicking on the  :



Step 6: Users are able to provide business justification, if needed:

Business Justification

Step 7: Click on Save to go to the **Card Transactions** page.

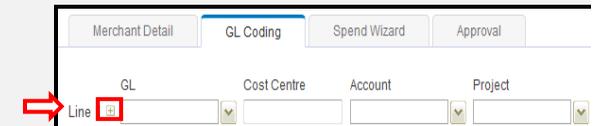
Save

Users will notice the green checkmark  to indicate the transaction is reviewed and complete.

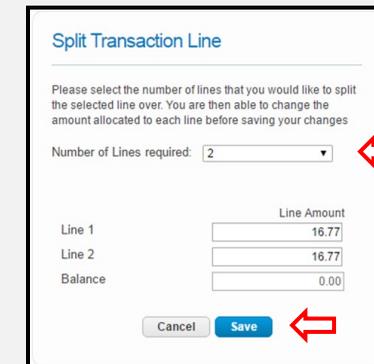
Note: Spend Wizards traditionally hard code the accounting segments. Users may review them when taken to the **Transaction Details** page.

Splitting Transactions

Step 1: If you need to further split a transaction, on the **Transaction Details** page, click on the Plus icon next to the Line number.



A Split Transaction Line screen will appear:



Step 2: Choose the number of lines required (2-10). The system will automatically divide the amount into sub-lines.

Step 3: Once you save, the system will go back to the **Transaction Details** page, displaying the line breakdowns. You may change coding and amounts, as long as you have a **zero balance** (you might need to refresh the **Transaction Details** page to see split).

