

Walmart Card Process

Below are the steps to making a Walmart purchase with an MLS Walmart card: Steps 1 through 4 need to be complete before a card is checked out.

This process is very simple, but we have provided a lot of detail here so that it is thoroughly explained. Many of the procedures below will not be new as you should already be thoroughly familiar with them as an approver or submitter.

1. Purchaser - Provides a document to the Intacct submitter that details what you intend to purchase and the total cost
2. Submitter – Enters an RTO using the guidelines provided at [SF 200.1 Purchasing Procedures | MyMetroLibrary](#) under #10 Credit Card Purchases.

When creating an RTO, enter the line items so they will match the lines to the final receipt. If you are buying items in person and the line items will not match precisely enter one line with the total amount to be approved. For example, you don't want to enter each item that you are intending to purchase unless you are absolutely sure that is exactly what will be purchased. Instead, make an entry of one line for each account number with an estimated amount for the purchase. All the intended purchases for a specific program should be entered on one line if they are to be charged to the same account.

For example:

RTO 1234

Vendor: Walmart

Reference: 11.2022 Take and Make kits, and Dinovember, cleaning supplies

Memo for Line 1: Dinovember supplies, paper, markers, plastic dinosaurs, sand

Memo for Line 2: Tinker Thinker Take home kit – Protractors, PlayDoh, Q-tips, paper

Memo for Line 3: Alcohol for cleaning

Vendor *	Remit to *	Ship to *
V000720--WALMART COMMUNITY/GEORBI	WALMART COMMUNITY/GEORBP	WALMART COMMUNITY/GEORBI
Fund		
GEN--General Fund	PO BOX 60506 CITY OF INDUSTRY, CA 91716-0506 United States	PO BOX 60506 CITY OF INDUSTRY, CA 91716-0506 United States
Payment terms	Vendor document number	Attachment ?
Net 30	11.2022 Take and Make kits, and Dinovember, c	Images and qty from online cart attached
Expiration date *	Message	Ordered?
12/4/2022	Joe D to pick up	Yes
Reference	Ship via	Ordered By
11.2022 Take and Make kits, and Dinovember, cles		

Entries [Show defaults](#)

	Item ID *	Quantity *	Unit	Price *	Extended price	Location	Department	Fund	Budget Year	Memo
1	5160--Programming	1	Each	75.0000000	75.00	MetroLibrary--Metropc	300--Administration	GEN--General Fund	2023	markers, plastic dinosaurs, sand
2	5160--Programming	1	Each	100.0000000	100.00	MetroLibrary--Metropc	300--Administration	GEN--General Fund	2023	Tinker Thinker Take home kit --
3	5312--Supplies-Gener	1	Each	25.0000000	25.00	MetroLibrary--Metropc	300--Administration	GEN--General Fund	2023	Alcohol for cleaning

In the Reference field enter the applicable date and program/description that adequately describes the intentions of the purchase. If the purchase is for a program list the name of the program and the date of the program. If the purchase is for multiple programs list the date range by using the date of the beginning of the 1st program to the last date of the last program along with the names of the programs. Abbreviate the names as necessary. Example: Halloween Program-Thanksgiving Program Oct 26 – Nov 18, 2022.

The memo line should give a description of the item(s) to be purchased, as described in the purchasing procedures SF200.1. If any items being purchased are for a program then enter the name of the program and the date of the program along with the description of the item(s) to be purchased.

The attachment to the RTO will be an online cart of items intended for purchase or a list of items intended to be purchased along with the estimated amount to be spent and not exceeded.

Once the RTO has been submitted it will go to your approver.

3. The approver receives the submitted RTO and reviews the details and will either approve the RTO or will decline the RTO. If declined the approver will need to communicate what needs to be corrected and the submitter will submit a new corrected RTO.
4. RTOs approved by your location will go to the Business Office to be reviewed and can either be approved or declined. If declined, the Business Office will inform you on what needs to be corrected to submit a replacement RTO. If approved by the Business Office, then Intacct will send the submitter an email notification reflecting that the RTO has been approved.
5. Once the RTO has been approved by the Business office you will then go to your manager and check out the Walmart card that was assigned to your Library. Please note that the Walmart card will need to be returned to your manager within 3 days of the checkout date and logged on the checkout sheet.
6. The library manager will be responsible for the Walmart credit card, logging it out and back in on the log sheet. The card should be kept in a locked secured place. The purchaser should return the card to the manager within three days.
7. Once the purchase has been made the receipt will be attached to the RTO by the submitter and the RTO will be converted within three days of the purchase. The receipt needs to match the line items on the RTO so please note/tally/subtotal the receipt so that it can be easily reconciled to the line items on the RTO.

This process is allowed on a location-by-location basis. If your location is not able to follow the guidelines as described above your location may be required to return your Walmart card to the business office. At such time, you will have to follow the previous procedures where you will submit your RTO and have it approved by the Supervisor and the Business office before the Walmart card can be issued.

Please acknowledge your understanding of these procedures by printing then signing below and returning this document to the Business office. Please acknowledge that as the approver, Library manager, you are responsible for the safekeeping and proper use of the Walmart card.

_____	_____	_____
Printed name	Signature	Date
Approver – Library manager		

_____	_____	_____
Printed name	Signature	Date
Submitter		