School Letter Head

P-CARD PROCEDURES

I. AUTHORIZATION *each department will have a numbered card(s) for check out*

A. Administration

B. Building Office

C. Technology

D. Athletics/Activities

E. Transpo/Maint.

F. Food Service

G. Custodial

II. INDIVIDUAL USE AGREEMENT *kept on file in Business Office*

A. Employees sign agreement and receive copy of Board Policy 7400 prior to card check out.

B. The School Board must approve and sign prior to card check out

III. CHECK OUT LIST *kept on file in vault*

A. The office staff checks the Individual Use Agreement signed by the Board

Is on file for the employee checking out the card.

B. Employee enters last 4 digits of the card, signs, dates for check out.

C. Employee enters last 4 digits of the card, signs, dates for check in. Pocket

is provided for the receipt of purchases attached to P-Card Payment

Authorization form.

IV. CARD USAGE

A. Pre-approved travel – registration, lodging, meals, and fuel

 B. Pre-approved On-line purchases

 C. Pre-approved material/supply purchases

V. IMPROPER USE OF CARD

 A. Card Privileges will be revoked if receipts are not attached and if cards are

 not checked in or out properly.

 B. Card privileges will be revoked and individuals will be charged for all

items purchased not for school use.

VI. ON-LINE STATEMENTS

1. Sign on to the BMO Spend Dynamics with name and password.
2. Locate the statement for the month.
3. Print Statement
4. Check invoices with statement for the month.
5. Attach p-card payment authorizations (receipts attached) to statement.
6. Make payments by 26th of each month based on monthly statement total (ACH)