***P-CARD PROCEDURES***

Employee

P-Card stands for “Procurement Card,” which is the school district’s new purchasing tool. The P-card is a credit card/purchase order all in one. In order for the card to work right, we still need to follow procedures. 1st off, all local charge accounts have been shut off; therefore you will need to follow these procedures in order to make purchases. Before any purchases are made, you still need to get a requisition approval from the administration.

1. Make sure you have signed the “INDIVIDUAL FACULTY P-CARD USE AGREEMENT.” If not, please see the business office.
2. Obtain the “P-CARD PAYMENT AUTHORIZATION,” which is actually the requisition. For activity purchases please see the Athletic Department at high school and middle school respectively; for district purchases, please see the business office. Fill out all necessary information-this includes proper budget coding; get the signature of the building principal; and return to whom you received the form from.
3. Upon returning the form, you will need to check out a P-Card, go make your purchase, and return the card and receipts. This is going to be your big change; you are going to need to plan in advance. There will be no deviation from this policy. Also, under no circumstances should a student be allowed to take the card. It is checked out to you, and you are responsible for any unauthorized charges. Completed payment authorizations with receipts attached to the back need to be turned into the business office weekly.

***Too much time has been spent in the past researching where a charge should have gone, as no receipts were turned in.*** The card will not be returned without some type of a receipt and any recording of card numbers for future use at your convenience will get all purchasing privileges suspended until such time as administration deems necessary.