

P-Card Training



Purchasing Department
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General Information

- ▶ P-cards (purchasing cards) are credit cards that can be limited to specific vendor types using Merchant Category Codes; they also offer more control over card limits.
- ▶ P-cards streamline the acquisition process for obtaining goods directly from vendors. However, p-cards are not intended to avoid or bypass appropriate purchasing procedures. Rather, the p-card complements the existing processes available. Purchase orders should still be used whenever possible.

When to Use a P-Card

- ▶ When making purchases from vendors that do not accept purchase orders.
- ▶ When certain purchases can be made more efficiently and/or cost effectively.

P-cards should be used ONLY for valid district purposes.

Purchases can be made online or in a store, and via mail, phone or fax. Items must be delivered to your site, NOT to the Warehouse.

Allowed (and most commonly used)

- ▶ General Supplies (6610 - consumables purchased regularly or due to short life expectancy)
- ▶ Supplies - Technology Related (6650 - flash drives, keyboards, writable CDs/DVDs, cables, etc. - use only with Functions 1000, 2230, and 2580)
- ▶ Other Books, Periodicals, and Media (6644 - *resource* for nonstudent users or for noncredit enrichment programs)
- ▶ Postage, delivery service (2560.6532)

Function Codes to keep in mind:

- ▣ 1000 - Instruction (this is for expenses that occur in the classroom for teachers and students)
- ▣ 2110 - Attendance and Social Work Services (Attendance and Data Records Tech expenses)
- ▣ 2130 - Health Services (Nurses)
- ▣ 2220 - Library/Media Services (Library expenses)
- ▣ 2410 - Office of the Principal (Principal, AP, Office Manager, clerical support)

This list is a simple guideline with suggestions, and is not all-inclusive

Not Allowed

PURCHASES MUST BE FOR AN APPROPRIATE DISTRICT PURPOSE. NO PERSONAL PURCHASES ARE ALLOWED.

- ▶ Cash accounts (500-series funds)
- ▶ Library books, textbooks, or instructional aids, including instructional software (Objects 6641, 6642, 6643)
- ▶ Capital such as furniture, equipment, hardware/software (Objects 6731, 6737) - *If the item is not a consumable supply and/or has a useful life of more than 1 year, question it!*
- ▶ Food/Beverage (unless used for classroom instruction)
- ▶ Subscriptions/Memberships/Dues/Fees (most vendors will accept a PO...IF a P-card MUST be used, it should be on its own, separate requisition)
- ▶ Blanket travel (any travel on P-Card should be on its own, separate requisition)
- ▶ Travel reimbursable items (transportation, meals, lodging, etc. - except when P-Card is checked out from Student Activities Accountant for Student Travel)

Not Allowed (continued)

- ▶ Cash advances/Gift cards/Gifts - This includes retirement gifts and flowers for any reason, as we cannot “gift” public funds. Purchases for staff incentives should be on its own, separate requisition, as justification and a statement of how it aligns with the CIP is required
- ▶ Restaurants/Alcohol/Entertainment (restaurants and entertainment are OK when p-card is checked out from Student Activities Accountant for Student Travel)
- ▶ Personal items/charging something for yourself (even if you intend to reimburse the District)
- ▶ Gasoline (except for Activity Bus fuel cards)
- ▶ Purchasing from a restricted vendor (see Restricted Vendors list)
- ▶ Purchasing items other than what your UMB PO is issued for
- ▶ Turning in your reconciliation late (it is due on or *before* the 8th of every month)
- ▶ Routinely missing receipts, invoices, etc.
- ▶ Accepting cash in lieu of a crediting the card
- ▶ Allowing others to use your p-card

This list is not all-inclusive

Restricted Vendors

- ▶ Amazon.com
- ▶ Home Depot
- ▶ Follett Software
- ▶ Sam's Club
- ▶ Costco
- ▶ Staples
- ▶ Target
- ▶ Walmart
- ▶ PayPal

State accounting and purchasing statutes, regulations and policies still apply when using the p-card. Awarded, contracted vendors must be used (please refer to Purchasing's 'Contracts' intranet page)

Responsibilities

- ▶ Maintain the p-card in a secure location at all times
- ▶ Obtain a detailed receipt at the point of purchase and verify it for accuracy
- ▶ Sign each individual receipt
- ▶ Turn in any ORIGINAL receipts, invoices, sales slips, order forms, packing/receiving documents to your Administrative Assistant or Secretary) as soon as possible
- ▶ Notify the Purchasing Technician immediately in the case of loss, theft, or separation of employment
- ▶ BEFORE ANY PURCHASES ARE MADE, you MUST have a purchase order in place. It must have the proper lines and coding for the purchases you intend to make.
- ▶ Do not reconcile until the day after the reporting period closes. This can be as late as the 3rd or 4th of the month.
- ▶ Reconciliations are due in Purchasing no later than the 8th of each month. Include the Transaction Search Personal report obtained from the UMB web site and all original signed receipts with “OK to pay.”

Missing Receipt or Disputed Charge

MISSING RECEIPT:

- ▶ Contact the vendor and ask if an adequate substitute can be provided
- ▶ If not, fill out a Missing Document Affidavit (available on the P-Card Purchasing page)

DISPUTED CHARGE:

- ▶ Contact the Purchasing Technician
- ▶ Fill out a Dispute form (available on the P-Card Purchasing page)

Disciplinary Action

The cards are monitored very closely. Non-compliance of these guidelines and rules will result in a violation notice. Multiple violations will result in suspension of your card - and - your school or department's cards (the District may also require the p-card to be returned at any time for any reason).

1. The first violation will result in a warning
2. The second violation will result in suspension of all cards issued to that school or department for 1 month from date of notice
3. The third violation will result in suspension of all cards issued to that school or department for 2 months from date of notice
4. The fourth violation will result in suspension of all cards issued to that school or department indefinitely

If the card(s) are continually misused, the Purchasing Technician holds the right to collect all cards (requiring them to be checked out for use).

If a card is misused resulting in restricted purchases, the cardholder can be held personally liable.

When in Doubt

CONTACT US!

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