



PCard Quick Reference

WHEN to Reconcile:

Cardholder – Previous month’s transactions by **7th of month**
Best practice: Reconcile weekly

(TIP: Create a recurring monthly reminder in Gmail for 2 days prior to deadline)

Reviewer – Previous month’s transactions by **12th of month**

See Works hyperlink on PPS PCard website:
<https://payment2.works.com/works/home>

HOW to Reconcile:

PCard 4-step Reconciliation Guide: <https://www.pps.net/Page/1344>

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| <ol style="list-style-type: none"> 1. Scan itemized receipts 2. Upload itemized receipts to transaction (no need for receipt date or comment) | <ol style="list-style-type: none"> 3. Update account code for the transaction 4. Sign off with comment describing business purpose of transaction, including who, what, and why. Be sure to state if purchase was for students or staff. |
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FLAGS:

Flagged transactions indicate that further action or documentation is required.

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| <ul style="list-style-type: none"> • How do I know why the transaction is flagged? Click on the + sign next to the transaction number to see the note from the PCard Auditor | <ul style="list-style-type: none"> • When is my Flag deadline? Complete requested action before end of current month • Consequences for non-action? Infraction applied to transaction |
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Using Another Dept/School’s Funds:

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| <ol style="list-style-type: none"> 1. Obtain approval from other department budget holder 2. Reconcile transaction with your department default account code 3. Complete Account Code Change Request Form: https://www.pps.net/Page/1343 | <ol style="list-style-type: none"> 4. Email completed form and approval from other department budget holder to PCard (pcard@pps.net) 5. PCard will email cardholder and budget holder when account code is updated |
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What is an Itemized Receipt?

Itemized receipts/invoices indicate what was purchased and are required for all purchases (except Level 3 vendors noted below) and must include:

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| <ul style="list-style-type: none"> • Vendor Name • Date • List of items purchased (including each food item purchased, if a meal) | <ul style="list-style-type: none"> • Price of each item • Total Amount (must match that of transaction) |
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When do I NOT need a Receipt?

All PPS Private Marketplace vendors, credit transactions (refunds), local parking, international fees, and Level 3 vendors listed on the Works homepage who provide item detail.

Other Required Supporting Documentation:

Meals/refreshments for employee PD require an agenda indicating time/date/duration of meeting and a staff sign-in sheet. All transactions related to employee travel require a copy of the Employee Travel Training form. Staff PD fund expenditures require a Travel Training Authorization, regardless of location of training, with employee PD fund confirmation from Travel Desk.

Technology and Digital Resources:

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| <ul style="list-style-type: none"> • Purchase of any computer, iPad, Chromebook, tablet, monitor, projector, docking station, document camera, cell phone, laptop, printer or TV must have prior approval from IT Purchasing. Attach approval email to transaction. See purchase procedures here: https://www.pps.net/it-purchasing | <ul style="list-style-type: none"> • Digital applications or online subscriptions/licenses must be approved by Learning Technologies in IT prior to purchase. See request form here: https://www.pps.net/Page/14073. Approval email must be uploaded to the transaction. |
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Online Shopping:

PCards may never be used on a personal online account. Always create a new, separate account for your department or school using a PPS email address, phone number and PPS physical address.

How Much Can I Spend?

- Standard Single transaction limit \$9,999.00
- Standard Monthly Credit Limit: \$18,000.00
- Contact PCard Program Manager to request increase if needed

- PPS Purchasing guidelines require competition for any total purchase of \$10,000 or more. This can be three quotes or other form of competition.

What can I buy with my PCard?

- Advertisements (i.e. bids, job ads)
- Art and craft supplies
- Books, games, & classroom activities
- Classroom supplies
- Decorations for student/community events
- Educational supplies (not related to PD)
- Employee travel & training expenses (pre-approved only)
- Fuel for PPS vehicles
- Gift cards to (1) meet the immediate needs of homeless students or (2) with pre-approval of CFO.
 - See Finance Gift Card Guidance: <https://www.pps.net/Domain/52>
- Health & hygiene supplies
- Hotel, catering, or space rental (HSC) contracts
- iTunes gift cards for **instructional use only**
- Lab supplies
- Library or reference materials
- Local parking
- Meals and refreshments in compliance with Board Policy 8.30.010-P and Administrative Directive 8.30.011-AD.

- Meals & Refreshments for:
 - Community and student events
 - Meals and refreshments for employees are highly regulated. Please review the Board AD.
- Office supplies
- Online digital resources and apps **with prior approval from Learning Technologies**
- Permits (Facilities & OSM only)
- Postage
- PPS Private Marketplace purchases
- Professional memberships and dues
- Shipping and mailing services
- Shop supplies
- Small equipment, parts and repairs
- Student field trips
- Student incentives/prizes less than \$50
- Student travel (pre-approved only)
- Yearbooks (using Master Contracts)
- Tips for food purchase
- Yearbooks

What can I NOT buy with my PCard?

- Alcohol and Tobacco
- Appliances w/out FAM prior approval
- Cash advances or cash in lieu of card refund
- Cellular phones or related monthly charges
- Computers, Ipads, Chromebooks, tablets, monitors, projectors, docking stations, document cameras, laptops, printers, TVs without IT pre-approval
- Any technology device without IT pre-approval. <https://www.pps.net/site/default.aspx?PageID=13815>
- Donations of District funds
- Fines, late fees, or penalties
- Fuel for personal vehicle
- Gift cards except to (1) meet the immediate needs of homeless students (2) otherwise with pre-approval of CFO
- Gifts for staff
- Medical drugs, pharmaceutical products, or controlled substances
- Medical services
- Order splitting into multiple transactions to avoid the PCard single transaction limit (\$9,999) or to avoid the competitive bid threshold (\$10,000+)
- Payment on a purchase order

- Payment on a District contract other than Hotel, Catering, or Space Rental (HCS) contracts or otherwise approved in advance
- Personal staff items or services including:
 - Office coffee/water
 - Employee parties
 - Employee cards, gifts, flowers
 - Lunches
 - Tuition
 - Flowers for staff events
- Personal purchases of any type
- Professional services including construction, maintenance, and consultant services
- Recurring automatic transactions
- Reimbursement of employee out-of-pocket expenses
- Rewards cards & rebates
- Student incentives or prizes more than \$50
- Towing, car parts, or services for personal vehicle
- Travel meals or employee group meals while on travel/training status
- Utility payments for families without prior CFO approval

Note: For full descriptions and PCard Policies, refer to the PCard Manual on the PPS Website at: <https://www.pps.net/Page/1344>

Reminder: Keep your card secure and do not share your PCard with any other staff members.