



# PCard Quick Reference

## When to Reconcile:

**Works Website:** <https://payment2.works.com/works/home>

**Best practice: Reconcile weekly**

**Cardholder** – Previous month’s transactions by **7<sup>th</sup> of month**

**Approver** – Previous month’s transactions by **12<sup>th</sup> of month**

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

## How to Reconcile:

1. **Scan** itemized receipts
2. **Upload itemized receipts** to transaction (no need for receipt comment)
3. **Update chartfield** 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.

5. **Move digital receipts** to Dept/School Google Team Drive Folder

## Flags:

Flagged transactions indicate that further action is required

• **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.

• **What is my deadline?** Complete requested action before end of current month

• **Consequences for non-action?** Infraction and possible employee repayment

## Using Another Dept/School’s Funds:

1. **Obtain approval** from Department
2. **Reconcile transaction** with your Department default chartfield
3. **Complete Chartfield Change Request Form:** <https://www.pps.net/Page/1343>

4. **Email to other Department Budget Holder and PCard** ([pcard@pps.net](mailto:pcard@pps.net))

5. PCard will email Cardholder and Budget Holder when chartfield is updated

## What is an Itemized Receipt?

Itemized receipts/invoices are required for all purchases (except Level 3 vendors) and must include:

- **Vendor Name**
- **Date**
- **List of items purchased** (including each food item purchased, if a meal)
- **Price of each item**
- **Total Amount** (must match that of transaction)

## When do I NOT need a Receipt?

Receipts are not required for PPS Private Marketplace vendors, credit transactions (refunds), local parking, international fees, and other Level 3 vendors providing item detail. Check dashboard page of Bank of America Works for list of Level 3 vendors.

## Other Required Supporting Documentation:

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

## Technology and Digital Resources:

- Purchase of any computer, docking station, monitor, tablet or television **must have prior approval** from IT Purchasing. Attach approval email to transaction. See purchase procedures here: <https://www.pps.net/it-purchasing>
- Digital online or online access 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.

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

## 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)
- Food—Meals & Refreshments:
  - Community and student events
  - Refreshments for mandatory employee meetings/trainings lasting more than 3 hrs
  - Employee meals for trainings and PD lasting more than 4 hrs and for 10 or more staff
- Gift cards:
  - To meet the immediate needs of homeless students only
  - A grant explicitly provides for gift cards
  - With written pre-approval of CFO
- Health & hygiene supplies
- Hotel, catering, or space rental (HSC)
- iTunes gift cards **for instructional use only**
- Lab supplies
- Library or reference materials
- Local & airport parking
- Office supplies
- Online Digital Resources and apps **with prior approval from Learning Technologies in IT**
- Online 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 travel (pre-approved only)
- Tips for food purchase
- Travel & training (pre-approved only)
- Yearbooks

## What can I NOT buy with my PCard?

- Alcoholic beverages
- Appliances w/out FAM prior approval
- Cash advances
- Cash returns for items purchased on PCard
- Cellular phones or related monthly charges
- Computers/Monitors without IT pre-approval
- Any technology device without IT pre-approval
- Donations of District funds
- Fines, late fees, or penalties
- Gas for personal vehicle
- Gift cards **except:**
  - To meet the immediate needs of homeless students only
  - A grant explicitly provides for gift cards
  - With written 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 or to avoid seeking competitive bids
- Payment on a Purchase Order
- Payment on a District contract other than Hotel, Catering, or Space Rental (HSC) contracts or otherwise approved in advance
- 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
- Towing, car parts, or services for personal vehicle
- Travel meals or employee group meals while on Travel/Training status

**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.

Updated 1/2020