



PCard Quick Reference

When to Reconcile:

Cardholder – Previous month’s transactions by **7th of month**

Best practice: Reconcile weekly

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

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

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

How to Reconcile:

See PCard 5-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) 3. Update account code for the transaction | <ol style="list-style-type: none"> 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 PCard Receipts Google Team Drive. Send access request to pcard@pps.net if needed. |
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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 flag deadline?** Complete requested action before end of current month
- **Consequences for non-action?** Infraction applied to transaction

Using Another Dept/School’s Funds:

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| <ol style="list-style-type: none"> 1. Obtain approval from Department 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 form to other Department Budget Holder and 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 other Level 3 vendors who provide item detail. Check Homepage of Bank of America Works for list of Level 3 vendors.

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 Authorization. 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:

- Purchase of **any** computer, docking station, monitor, tablet, projector, document camera 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 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.

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)
- 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.
- 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 & airport parking
- Office supplies
- Online Digital Resources and apps **with prior approval from Learning Technologies in IT**
- 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?

- Alcohol and Tobacco
- Appliances w/out FAM prior approval
- Cash advances
- Cash returns for items purchased on PCard
- Cellular phones or related monthly charges
- Computers, Monitors, Projectors, docking stations, document cameras, 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
- Gas for personal vehicle
- Gift cards except (1) to meet the immediate needs of homeless students (2) otherwise with pre-approval of CFO
- 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 PCard Website at: <https://www.pps.net/Page/1344>

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