



Purchasing Card (P-Card) Procedure Manual

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SECTION 1: Program Administration

1.1 Background

To promote vendor acceptance and operational efficiency, the District has implemented the Purchasing Card (P-Card) Program. The District recognizes the opportunity to streamline processes, improve management reporting, and reduce transaction costs.

Many unique controls have been developed for this program that do not exist in a traditional credit card environment. These controls help ensure that the card can be used only for specific purchases and within specific dollar limits.

All P-Card forms can be found on the District's Purchasing Department Bookkeeper's Resource website at: <https://www.leonschools.net/Page/57926>

1.2 Purpose

It is intended that the procedures established herein are viewed as minimum standards for the schools/departments which may establish more restrictive controls beyond those herein stated.

The success of the District P-Card Program relies on the cooperation and professionalism of all personnel associated with the program.

- a. To ensure appropriate internal controls to monitor compliance with the P-Card program.
- b. Establish guidelines for the use and control of P-Cards which will be assigned to and utilized by designated employees to procure commodities and services.
- c. To ensure internal controls are established within each school and department procuring with a P-Card so that the cards are used only for authorized purposes.
- d. To reduce the use of purchase orders and petty cash.
- e. To ensure P-Card purchases are per Board Policy 6320.
- f. To provide for disciplinary action for inappropriate use.
- g. To ensure that the School Board of Leon County bears no legal liability for inappropriate use of P-Cards.
- h. To provide a convenient method for purchases, improve customer service, reduce transaction costs, streamline processes, and capture spending information.
- i. To provide prompt payment to vendors and to achieve savings by rebates, contracted discounts, or fixed pricing based upon the volume of business with the vendor.

1.3 Definitions

- a. **Approving Administrator** – Principal or Site Administrator whose signature will appear as authorization to issue a P-Card and set single transaction and billing cycle limits.
- b. **Attractive Items** – Tangible personal property used in operations that has a cost less than the amount defined in Florida Administrative Code 69I-73.002 and that requires special attention to ensure legal compliance, protect public safety, and avoid potential liability, or to compensate for a heightened risk of theft, because the items are either portable, readily marketable or are easily adaptable for personal use.
- c. **Capital Equipment** - Assets with a cost of \$5,000 or more and a useful life of one year or more, including but not limited to furniture, equipment, vehicles, and computer hardware.
- d. **Cardholder** – The District employee authorized to hold a P-Card.
- e. **Merchant Category Code (MCC)** - A method to control where spending is allowed. All Visa Vendors are assigned an industry-specific MCC code, which the District can restrict from P-Card access. Once an MCC code is blocked, all Vendors within that category will be declined.
- f. **Monthly Limit** - The maximum dollar value of charges a cardholder is authorized to make during the billing cycle.
- g. **(P-Card)** - A charge card issued to an employee for the purpose of making authorized purchases on the District's behalf. The P-Card will have the District's name, tax exemption number, cardholder's name, and the expiration date of the card.
- h. **P-Card Administrator (PCA)** - The Purchasing Director or designee. This person is responsible for the administration of the P-Card Program.
- i. **P-Card Program Reconciler (Bookkeeper)** - Employees designated by Principal/Cost Center Administrator to be responsible for the reconciliation, documentation, and account coding of P-Card transactions for a specified group of cardholders.
- j. **P-Card Program Coordinator (PCC)** – The P-Card Program Coordinator or Designee. Responsible for auditing receipts and charges, and coordinating with Principals/District Administrators and bookkeepers to ensure that all program deadlines are met.
- k. **Single Transaction Limit** - The maximum dollar amount of charges a cardholder is authorized to make during a single transaction.
- l. **Superintendent** – The Superintendent or designee.

1.4 Program Area Responsibilities

1.4.1 Cardholder

- a. Complete the P-Card application and receive approval from the Principal, Department Director, or designee.
- b. Complete mandatory P-Card training provided by the Purchasing Department.
- c. Sign the "Cardholder/User Agreement" form.

- d. Hold and secure P-card.
- e. Ensure the “Internal Account P-Card Requisition Form” is complete and approved by the Principal or designee before site card(s) are issued. (Schools only)
- f. Order and receive materials and or services.
- g. Ensure that no Florida sales tax is charged (except when required for certain types of purchases – refer to the exemption certificate and the Internal Accounts Procedures Manual).
- h. Obtain all documentation (receipts, travel forms, etc.) and turn them into your P-card Reconciler within 24 hours of purchase or upon return from travel.
- i. Identify and resolve disputed charges in collaboration with P-card Reconciler.
- j. Comply with all Procurement and P-card policies and procedures.
- k. Notify Procurement Services if the card is lost/stolen.

1.4.2 Approving Administrator

- a. Ensure that P-Cards are safeguarded.
- b. Approve P-Card applications for designated employees who will be authorized to make purchases.
- c. Approve daily transactions by the 20th of the following month. Includes reviewing all backup documentation, coding, and approval of transactions.
- d. Ensure that P-Cards from terminated employees have been turned in and the card sent to the PCC for closure of the account.
- e. Approve P-Card increases for designated staff and site cards (if applicable).
- f. Sign off on the annual inventory of all applicable P-Cards. (as provided by the P-Card Administrator).
- g. Take action as needed with staff to resolve any inappropriate, or unauthorized purchases or violations to the P-Card program policies and procedures.
- h. Comply with all Procurement and P-Card program policies and procedures.
- i. Principal’s P-Card charges will include supervisory approval in Skyward by School Directors.

1.4.3 P-Card Program Reconciler (Bookkeeper)

- a. Hold and secure purchasing site card(s).
- b. Maintain in/out log for site card(s).
- c. Ensure the “Internal Account P-Card Requisition Form” is complete and approved by the Principal or designee before site card(s) are issued to employees.
- d. Ensure availability of funds in General Ledger accounts.
- e. Match receipts with daily transactions.
- f. Review daily transactions for validity and appropriateness of all transactions.
- g. Identify and resolve disputed charges in collaboration with the Cardholder/User.

- h. Notify the PCC of any disputed charges.
- i. Ensure that no Florida sales tax is charged (except when required for certain types of purchases – refer to the tax exemption certificate and the Internal Accounts Procedures Manual).
- j. Reconcile daily transactions within ten (10) days of file upload (including uploading receipts, travel forms, and all other backup documentation).
- k. Comply with all Procurement and P-Card program policies and procedures.
- l. Notify the PCC if the card is lost/stolen.
- m. Notify the PCC if the Cardholder is no longer an authorized user of the site.

1.4.4 P-Card Administrator

- a. Administer the P-Card Program.
- b. Maintain administrative procedures manual and forms.
- c. In collaboration with Accounting Services, maintain a training program for new and existing employees.
- d. Coordinate issuance, maintenance, and cancellation of cards.
- e. Coordinate and maintain internal controls.
- f. Perform modifications to card/site spending limits as authorized.
- g. Take appropriate action with P-Card violations.
- h. Notify the appropriate Principal and or Department Administrator of P-Card suspensions.
- i. Suspend and lift suspensions of cards in the financial institute platform.
- j. Coordinate and conduct an annual inventory of P-Cards.

1.5 Procedures

The principal/site administrator approving the assignment of a P-Card will set two limits for each cardholder, a single transaction limit and a billing cycle limit. The standard single transaction limit is \$1,000 and the billing cycle limit is \$8,000. Purchases over \$1,000, or the approved cardholder's limit, must be made by purchase order under the District's purchasing policies and procedures unless previously approved by the P-Card Administrator. Splitting charges to stay within the single transaction limit is considered a violation of the P-Card Program and may result in the revocation of cardholder privileges.

1.5.1 Requesting a P-Card

- a. P-Cards will be issued to District employees designated by the Approving Administrator to have a card.
- b. All requests for P-Cards must be submitted by the Approving Administrator to the P-Card Administrator on a P-Card Application Form. No credit checks are made against individual cardholders.
- c. The P-Card Administrator will review the application and if approved coordinate the issuance of the P-Card with the bank, and notify the approved cardholder of the next available P-Card training session.

- d. The bank issues the P-Card and mails it to the P-Card Administrator.
- e. The cardholder attends a mandatory P-Card training session, signs the Cardholder Agreement Form, and receives a P-Card and a copy of the P-Card Procedures Manual.
- f. The Cardholder Agreement Form will be retained in the Purchasing Department.

1.5.2 Modifying P-Card Limits

All requests for modifications to cardholder limits must be submitted in writing by the Approving Administrator to the P-Card Administrator. The P-Card Administrator will review the request, and if approved will coordinate with the bank to process the revised limits.

1.5.3 Using the P-Card

The cardholder may pick up supplies or place an order for these via telephone or electronically. Internet purchases must be placed over a secured transmission. The supplies should be immediately available for pick up, shipment, or delivery within the monthly billing cycle. Backorders may not be placed using the P-Card. The procurement of services should also follow these procedures.

When placing an order, the cardholder will inform the Vendor of the following information:

- a. The purchase is tax-exempt.
- b. The purchase is being made for Leon County School District and therefore should be offered any applicable discounts.
- c. Provide sufficient and accurate delivery information; and,
- d. Request documentation showing the description and cost of each item.

1.5.4 District Level P-Card

Designated purchasing agents have P-Cards and can facilitate approved transactions that exceed typical cardholder single transaction limits. Approving Administrators should submit a request in writing to the P-Card Administrator to procure goods or services over their established limits via a district-level P-Card.

1.5.5 Conflict of Interest

Cardholders will not make purchases from vendors that create a conflict of interest, including purchases from companies owned or operated by District employees and/or their relatives or as otherwise defined in Board Policy 1129.

1.5.6 Sales & Use Tax

The District is exempt from paying any State of Florida sales and or use tax, even if the purchase is made with the P-Card. It is the responsibility of the cardholder to make the vendor aware that the transaction will be tax-exempt before processing the sale. If the vendor charges sales tax, the cardholder must contact the vendor and obtain a credit equal to the amount of the sales tax. Do not permit the vendor to issue cash to settle a sales tax error. If you have a problem with any vendor about sales or any other tax, please contact the PCC.

1.5.7 Gift Cards

Per guidance provided by the IRS: When cash or cash equivalents (such as gift cards) are provided to employees, these contributions must be reported as taxable income and included as a part of the employee payroll. Thus, the District does not allow the purchase of gift cards for employees.

- a. Gift cards may be provided to students and non-District employees (i.e. gifts or honorariums, not to exceed \$50 per gift card or \$100 per person per year).
- b. Gift cards are NOT to be purchased in bulk to be distributed throughout the year, but rather purchased “as needed”. Documentation must be included with the transaction reconciliation that includes the name of the person receiving the gift card and the monetary value of the card.
- c. Exception: Gift cards may be purchased for employees from Sunshine/Hospitality internal accounts in accordance with the Sunshine/Hospitality group’s guidelines. This is allowable only when employees have contributed fees/dues to the Sunshine/Hospitality internal account and none of the funds in this account are district funds or donations. This exception is granted via the DOE rule outlined in Chapter 8 of the Red Book.

1.5.8 Documentation

Every P-Card transaction must have valid and complete source documentation from the Vendor. Valid source documentation includes:

- a. A receipt from the Vendor with the Vendor name, date of purchase, description, quantity and unit cost of each item purchased, and total cost of the order.
- b. Order forms for dues, subscriptions, registrations, or similar items.
- c. An invoice/receipt showing credit card payment.

If the original documentation is lost, contact the Vendor to provide a duplicate copy. If the Vendor cannot provide the documentation, a Certificate of Lost Receipt must be completed and attached to the transaction reconciliation. Lack of original documentation is considered a cardholder violation which may result in revocation of P-Card privileges and/or the cardholder reimbursing the District for the full cost of the transaction.

1.5.9 Funding

Cardholders must follow the school/department’s administrative funding procedures to ensure that sufficient funds are available before making a purchase.

When purchases are being made from “Federal Funds” or other specially approved funds, it is the cardholder’s responsibility to know whether the purchase fits the guidelines of the Federal grant or authorized fund source. It is also imperative that the cardholder be fully aware of any deadlines associated with the Federal grant providing the funds. No purchases are to be made with a P-Card using Federal grant funds after the last date to encumber as outlined by Finance when the project is first set up. If a cardholder makes a purchase from Federal dollars that is not appropriate for that grant, or if the purchase is made after spending deadlines have passed, an alternate source of funds will have to be identified by the Approving Administrator or designee.

1.5.10 Declined Transactions

Possible reasons for a P-Card transaction to be declined are as follows:

- a. The Vendor's four (4) digit Vendor Category Code (MCC) is one of the District's excluded codes.
- b. The transaction exceeds the single transaction limit and/or monthly billing cycle limits. Check the dollar amount of the cardholder's transactions to determine if the limits have been exceeded.
- c. The Vendor, when ordering by phone, may have recorded the card number or expiration date incorrectly. The cardholder should verify the information with the Vendor.

When unable to determine the reason for a P-Card transaction to be declined, contact the PCC.

1.5.11 Receiving and Inspecting Goods

The cardholder will inspect all goods immediately upon receipt. If there is a problem with the order, contact the Vendor immediately. Cardholders are encouraged to keep notes on problems and their resolution including names, dates, and conversation results.

1.5.12 Reconciling Transactions

- a. A weekly report will be downloaded in Skyward for the Bookkeepers to review.
- b. The cardholder must provide receipt of goods or services for all transactions on the report to the Bookkeeper along with a written justification of business need for the purchase.
- c. The Bookkeeper must review the transaction, verify the purchases were for a proper public purpose, and verify/assign the account codes.
- d. The Bookkeeper must reconcile the transactions within ten (10) business days of receiving the downloaded transaction report.
- e. The Approving Administrator or designee must verify the purchases were for a proper public purpose and verify the account code(s) are appropriate and approve the transaction within the ten (10) business day timeframe required to the PCC for review and final approval.
- f. Unauthorized purchases will result in disciplinary action and the employee will be required to make payment for any such transaction. When purchases are questioned, the Bookkeeper is responsible for resolving the issue with the cardholder. If the Bookkeeper is not satisfied that the purchase was necessary and for official use, the cardholder must provide either a credit voucher proving the item(s) were returned for credit or a personal check made payable to the School Board for the full amount of the purchase, plus applicable sales tax. Checks must be sent along with the transaction documentation to Finance, with an explanation of why the violation occurred.

1.5.13 Returns, Exchanges, Credits, Disputes, and Erroneous Charges

- a. The cardholder must attempt to resolve problems directly with the vendor. The vendor must issue a credit for billing errors, sales tax, defective supplies or unacceptable services, returned supplies, or canceled orders. Do not permit the vendor to issue cash to settle a disputed amount. Under no circumstances can the employee accept cash.

- b. If the cardholder is unable to resolve the issue with the vendor, or the cardholder's credit does not appear on the monthly statement within sixty (60) days, the cardholder (with assistance from the Bookkeeper) should contact the bank's Commercial Card Customer Service Group at 1-888-715-1000 ext. 21049 to resolve the matter.

The following may be formally disputed with the bank:

- Unauthorized charges
 - Difference in the amount authorized by cardholder and amount charged by Vendor
 - Duplicate charges
 - Account has not been credited within sixty (60) days
 - Failure to receive goods
 - Returned merchandise
 - Unrecognized charges
 - Defective merchandise
- c. When an account is in a dispute status, the disputed amount is still included in calculating the available money for authorizations (monthly limit). However, disputed items are removed from all late charges, past-due amounts, and calculations.
- d. After the item has been entered as a dispute, the bank must determine who is responsible by researching the transaction including requesting a copy of the sales draft when necessary.
- e. If it is ultimately determined that the cardholder is responsible for the transaction, then the dispute will be settled in the favor of the vendor. If the cardholder is not responsible for the transaction, the dispute is settled for the cardholder and the charge-back process will be initiated against the Vendor by the bank.
- f. If there continue to be problems with a particular Vendor, the cardholder should notify the PCC of the problems.

1.5.14 Reporting a Lost or Stolen Card

If a card is lost or stolen, the cardholder must immediately notify the bank's customer service number listed on the back of the P-Card and the PCC. Access to the card will be immediately blocked and the cardholder will not be responsible for any charges after the card is reported lost or stolen. The cardholder must provide the bank with the P-Card's 16-digit account number. The bank may also require the cardholder to submit written confirmation by fax or by mail of the card cancellation request reported verbally. A replacement card will be issued by the bank and delivered to the PCC.



SECTION 2: Prohibited Purchases and Program Violations

2.1 Prohibited Items

The P-Card can only be used for district-authorized purchases. Personal use of the P-Card is strictly prohibited. The cardholder is the only person authorized to use their assigned P-Card. If your Approving Administrator questions a purchase you have made, you must substantiate its necessity or official use. Misuse of the P-Card is subject to the immediate revocation of P-Card privileges. Resolution of situations involving improper use of the P-Card will be handled by the PCC in accordance with the procedures herein.

The following cannot be purchased with District level P-Cards. This list is not meant to be all-inclusive. Additional restrictions may be placed by the Approving Administrator or PCC.

- a. Personal items;
- b. Greeting Cards;
- c. Plants, flowers, plaques, globes, clocks, air fragrance enhancers, or any other decorative items used for individual offices, except those associated with fixed capital outlay (FCO) projects, an approved awards program, or gifts in recognition of satisfactory employee performance or retirement;
- d. Entertainment for staff functions;
- e. Appliances used for employee convenience in individual offices and staff common areas such as break rooms or teachers' lounges, such as mini refrigerators, microwaves, coffee makers, etc.;
- f. More expensive office supplies, furniture, lamps, etc., based on personal employee preference and not necessary to meet a legitimate business need;
- g. Cash advances or cash-related transactions;
- h. Gas and oil products;
- i. Alcoholic beverages;
- j. Meals (not including staff meals from appropriate internal account funding source);
- k. Building repairs;
- l. Capital Assets or Attractive Items (laptops over \$1,000);
- m. Consultants/contractual services, services requiring an authorized signature; and
- n. Cellular phones and beepers to include service and equipment.

2.2 Program Violations

Program violations include, but are not limited to:

- a. Personal Purchases
- b. Cash or Cash Type Transactions
- c. Purchases of Items Specifically Prohibited by Policy

- d. Splitting Purchases to Circumvent the Single Transaction Limits
- e. Purchases that Exceed the P-Card Established Limits
- f. Failure to Provide Documentation and/or Inadequate Record Keeping
- g. Failure to Meet Established Reconciliation Deadlines

2.3 Violation Consequences

When reviewing the charges, if the PCC finds an error such as use of an incorrect card, inappropriate charges, splitting charges to stay within the single transaction limit, etc. the team will note the finding using the P-Card Audit Finding Form. This will be emailed to the cardholder (or the Bookkeeper for shared cards), copying their supervisor.

- The first finding will serve as a warning.
- The second finding will result in P-Card re-training.
- The third finding will result in a revocation of P-Card privileges.
- Cardholder must immediately reimburse the Board for inappropriate charges.

2.4 Card Revocation

P-Card privileges may be revoked upon the cardholder's failure to follow Board policies and procedures. The PCC will coordinate the revocation of P-Cards and will immediately notify the bank to cancel any such cards. The approving administrator or designee will obtain the revoked P-Card from the cardholder and destroy it.

2.5 Employee Transfer or Severance from the District

The approving administrator or designee will immediately notify the PCC and Bookkeeper when an employee with an open P-Card account leaves the site whether by transfer or termination.

During the exit interview, the approving administrator or designee will obtain the P-Card from the employee and destroy it and have the employee sign the Employee/Supervisor Exit Checklist acknowledging the return of the P-Card.



SECTION 3: Internal Account (IA) P-Cards

3.1 IA P-Card – Miscellaneous Supplies

All guidelines documented in the Internal Accounts Manual for Leon County Schools must be followed when purchasing with an Internal Account P-Card.

- a. The IA P-Card can be used for authorized, pre-approved Internal Account purchases from vendors that will not accept purchase orders. Additionally, the card may be used for online purchases, emergency situation and/or when it makes better business sense to use the P-Card instead of an Internal Accounts purchase order.

- b. Staff members requesting use of the P-Card must complete and submit the Internal Accounts P-Card Requisition Form to the principal and the bookkeeper to obtain prior approval for IA P-Card purchases. The principal's signature will serve as authorization to purchase and the bookkeeper's signature provides evidence that funds are available to initiate the purchase. IA P-Card requisition forms are to be maintained as a part of the internal account records.
- c. All Internal Account purchases made with the IA P-Card must be supported by an original detailed sales receipt or invoice signed by the individual acknowledging receipt of the goods.
- d. If the Internal Accounts purchase is for taxable fundraising items or resale items, sales tax should be paid on the purchase, or sales tax must be collected on the sale and remitted to the Florida Department of Revenue.
- e. All other school-related Internal Account purchases made with the IA P-Card should be tax-exempt. It is the cardholder's responsibility to alert the vendor of the tax-exempt status.
- f. The Bookkeeper will verify that all charges are legitimate and all appropriate supporting documentation is available and submit the transaction for the Site Administrator to approve before remitting funds to the Finance Department.
- g. Resolution of situations involving improper use of the IA P-Card will be handled by the Principal and the PCC in accordance with District policies and procedures and reported to the District P-Card Administrator.
- h. All parties utilizing the IA P-Card must comply with all purchasing and P-Card policies and procedures.
- i. The IA P-Card holder should not split purchases to circumvent the single transaction

3.2 IA P-Card Usage Procedure

- a. The principal must designate staff members who are authorized to use the IA P-Card.
- b. All authorized staff members must review IA P-Card procedures and sign indicating an understanding of the responsibilities for use of the IA P-Card.
- c. The staff member must submit the IA P-Card Requisition Form to request use of the IA P-Card.
- d. The principal must review and approve all anticipated expenditures before the use of the IA P-Card. The bookkeeper must verify the availability of funds before the use of the IA P-Card.
- e. After approval from the principal and bookkeeper, the staff member must sign out the IA P-Card on the Internal Accounts P-Card Log.
- f. When the staff member is purchasing from a local vendor, the staff member should take the IA P-Card, make the purchase, and obtain merchandise and receipts. It is up to the staff member to alert the vendor of tax-exempt status before purchase if the purchase is tax-exempt.
- g. When the staff member is making a purchase online or via telephone, the staff member should obtain the IA P-Card, place the order, provide the vendor with IA P-Card information, and obtain all electronic supporting documentation (i.e. invoices). Upon receipt of merchandise, the staff member must verify that all goods ordered were received.

- h. The staff member must collect all original sales receipts and supporting documentation to be turned in to the bookkeeper after the IA P-Card purchase is complete.
- i. The staff member must return the IA P-Card to the bookkeeper and sign the Internal Accounts P-Card Log evidencing the return of the card. The card must be returned within 24 hours of purchase.
- j. The bookkeeper must collect and maintain all supporting documentation from IA P-Card purchases to be attached to the IA P-Card Requisition Form and IA P-Card Statement as a part of internal accounts records.
- k. Upon receipt of the bank-issued IA P-Card statement, the Principal and the bookkeeper must review and sign the IA P-Card statement to ensure that all charges are legitimate and all appropriate supporting documentation is available.
- l. The bookkeeper must remit the IA P-Card statement, all supporting documentation, and a copy of the Internal Accounts check to the Purchasing Department by the 20th of the following month. When generating the Internal Accounts check for payment, the bookkeeper must properly post expenses from the various Internal Activity Accounts that utilized an IA P-Card for the respective month.

3.3 IA P-Card Travel Expenses

Approving administrators may request an IA Travel P-Card for the following travel-related expenses:

- a. Registration: Attendee registration fees for conferences, workshops, seminars, conventions, etc.
- b. Airfare/Transportation: Airfare is restricted to coach airfare for business-related purposes. Reservations will be made directly with the Airlines or travel agencies that handle reduced public agency rates and may be used if cost-effective.
- c. Hotel:
 - i. Reservations should be made directly with the hotel to avoid payment in advance and prevent cancellation charges.
 - ii. Hotel accommodations, when traveling on business, must be budget/moderate price range hotels/motels.
 - iii. Rooms are to be standard hotel rooms. In the event the conference host hotel is booked, an alternate hotel may be used within the same price range.
 - iv. Only charges for the room are allowed on the P-Card. **Meals and incidental hotel charges such as room service, in-room movies/entertainment, or personal services of any kind CANNOT be charged on the IA P-Card** (Any additional charges are to be placed on the travel form for reimbursement).
 - v. All applicable additional fees must appear on the hotel invoice presented at checkout.
 - vi. Sales tax should not be charged on hotel accommodations in the State of Florida. The District is not exempt from resort taxes.

3.4 IA Travel P-Card Documentation

- a. Prior approval from schools administration for all charges

- b. Funds must be available in corresponding internal account (Quotes must be provided to the school's bookkeeper prior to issuance of card)
- c. All supporting paper work must be complete (i.e. leave forms)
- d. Requisition form must be completed and signed
- e. A list of all travelers are to be provided to school's administration



SECTION 4: Traveling Procedures with a District P-Card

4.1 Required Forms and Pre-Authorization

All travel must be approved in advance for the specific individual(s) or group that will be traveling to include:

- Out-of-County Travel Form; or
- Field Trip Authorization Request; and
- Hotel P-Card Authorization Form.

4.2 Request to Use District P-Card for Travel

- a. The approved Out of County Travel Form and the Hotel P-Card Authorization Form (if required) is sent to the P-Card Administrator.
- b. Principal should designate the individual whose P-Card will be used for payment(s).
- c. P-Card Administrator will review the request and if authorized, open the profile of the individual to allow the travel-related expenses to be charged on the designated individual's P-Card.
- d. If hotel expenses are anticipated, the P-Card Administrator will review and if authorized sign the Hotel Reservation Credit Card Authorization Form and return it to the Requestor.
- e. ONLY registration fees, hotel, parking, toll fees, airfare, and rental vehicles may be approved. Fuel cannot be charged on P-Cards unless it is part of the rental billing.
- f. Meals and incidental hotel charges such as room service, in-room movies/entertainment, or personal services of any kind CANNOT be charged on the P-Card (any additional charges are to be placed on a travel form for reimbursement).
- g. When reconciling transactions, all receipts and supporting documentation of charges must be attached along with a list of all travelers, itinerary, conference/meeting agenda, and any other relevant documentation.