

School District of Black River Falls Purchasing Card (P-card) Procedures

Purchasing Card (P-card) – for use in procuring supplies for district purposes, paying for conference registrations, hotel accommodations for conferences, etc. P-cards should replace purchase requisitions as much as possible. P-cards should never be used for personal purchases. Petty cash may still be used for local purchases under \$50.

Purchasing Card User – a staff member wanting to use the P-card will need to check out the card from the office. P-card users will keep receipts and submit to budget center administrator after purchase is made.

Purchasing Card Holder – some staff members will be assigned specific P-cards for procuring supplies. These staff members have been selected to be card holders due to the volume and/or repetitive purchasing that is done in a year for their given department. P-card holders will keep receipts, reconcile receipts with transactions posted to Skyward and to the P-card statement and will submit the receipts stapled to the statement to the budget center administrator by the last day of each month.

P-card Checkout:

A p-card log will be kept by the building principal or his/her designee. The p-card log will include purchase information such as p-card user, vendor, estimated amount, description of items to be purchased, account number and date of p-card checkout. The p-card log must be completed by the user prior to receiving the card from the principal or his/her designee. After the purchase is made, the p-card and the receipt should be returned to the office immediately. The principal/designee will “check-in” the card by placing their initials on the respective line.

Conference Registrations and Hotel Accommodations

You may use the district P-card to pay for conference registrations or to make hotel reservations for conference attendance. **Meals are not to be charged to district purchasing cards, unless special permission has been received from the Director of Business Services. An example of an exception could include one card holder paying for a meal for multiple staff members attending the same professional development conference or business meeting.** Meal expense limits would still apply. Typically, meal expenses will be reimbursed to staff through the completion of the pink reimbursement form with receipts attached and submitted to accounts payable. (Meal reimbursement for individuals is for overnight conferences only. There is no reimbursement of meals for a one-day conference). There are P-cards in each building office that can be checked out for staff travel expenses outlined above.

Each P-card holder or user will be required to sign a P-card Use Agreement before making purchases. A copy should be retained in the building office and a copy should be sent to the District Office.

Keep your receipts! Receipts must be turned in after any purchase is made. Failure to provide receipts for P-card purchases or improper use of a P-card may result in loss of card holder or user rights for purchasing.

P-card transactions will be posted to Skyward each Monday by noon. Card holders and budget administrators can then view transactions for accuracy and account code used. Once reviewed and edited, if necessary, transactions should be submitted for approval to the next approver in the cycle (i.e. teacher to principal, principal to DO). If a vendor does not take a P-card, then an online Skyward electronic requisition should be used. Every effort should be made to ensure sales tax is not charged on the purchase.