

PROCUREMENT SERVICES DIVISION P- CARD AND TRAVEL UNIT

P-CARD AND T-CARD	
✓ DO'S	& ⊗ DON'TS
DO use the P-Card for appropriate District purchases that are not on the Restricted Items List, such as books (other than textbooks), classroom supplies, instructional materials, and conference registration fees.	DON'T use P-Card/T-Card to purchase gift cards .
DO participate in required annual P-Card/T-Card training and quiz recertification.	DON'T use P-Card/T-Card to purchase anything on the Restricted Items List. For example, NO Amazon Prime Membership, NO food/beverages (see P-Card website for the list: https://pcard.lausd.net).
DO attach receipts/invoices in PDF format to all P-Card and T-Card purchases. 100% receipt attachment is required.	DON'T split transactions to stay under your card limit.
DO get pre-approval for any purchase of a single item of \$500 or more and attach along with receipt(s) in SAP during reconciliation (see P-Card website for form: https://pcard.lausd.net).	DON'T EVER use the P-Card/T-Card for personal purchases. If an inadvertent/mistaken personal purchase occurs, have the purchase reversed by the vendor. If the purchase/charge cannot be reserved, contact the P-Card Unit immediately to arrange reimbursement to the District.
DO attach Approved Travel Request Notification (ATRN) during SAP reconciliation along with applicable receipt(s) (e.g., for T-Card attach ATRN and receipts for hotel/travel expenses; for P-Card attach ATRN and receipts for conference fees).	DON'T pay for conference registrations (P-Card) or Travel arrangements (T-Card) without first obtaining an Approved Travel Request Notification (ATRN).
DO attach the SPSA in addition to receipts and ATRNs, for all Title 1 Purchases on P-Card and T-Card.	DON'T forget to reconcile any Grant funded purchases before the grant expires.
DO attach copies of approved Field Trip forms in addition to receipts during reconciliation when the P-Card or T-Card is used for Field Trip expenses.	DON'T book directly with the hotel. Instead use a Third party booking site to ensure charges are prepaid before the traveler arrives at the hotel.
DO notify the P-Card Unit immediately when there are changes in approving officials or cardholders. Submit the Credit Card Update Form and applicable agreements (P-Card, T-Card, Toshiba Card).	DON'T let travelers take the T-Card with them or use the T-Card account number to pay for incidentals at the hotel. Travelers must take their own personal credit card to present to the hotel at check-in and personally pay for any of their own incidental charges they may incur (i.e., internet, room service, movies, etc.).
DO resolve incorrect charges with vendor. If the vendor is non-responsive or refuses to resolve the issue, contact Citibank to file a dispute within 60 days of the transaction date. Reconcile all credits and debits.	DON'T make parent purchases (unless the funding specifically allows for it AND a Credit Card Exception Request Form has been submitted and approved by the P-Card unit).
DO reconcile on a timely basis. SAP reconciliation for all transactions on the previous monthly billing cycle are due by the 18 th of the month and approval by the Principal in SAP by the 21 st of the month. For example, transactions made from Jan 4 th – Feb 3 rd will be due Feb 18 th .	DON'T allow others to make purchases with the P-Card to T-Card issued in your name.

P-Card and Travel Unit Representatives

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