

## P-CARD RESTRICTED ITEMS LIST

<b>Restricted Items:</b> If the Approving Official identifies any of these unauthorized items as purchased by the Cardholder, s/he must notify the P-Card Unit immediately and reject the transaction in the online reconciliation system.	
<b>Restricted Item:</b>	<b>Alternate/Approved Payment Method:</b>
Gift cards	District issued credit cards may not be used to purchase gift cards.
Food, refreshments, coffee	District issued credit cards may not be used to purchase food, refreshments, coffee. Refer to Bulletin 2188.0 Purchase of Meals, Refreshments and Foods issued by the Chief Financial Officer on January 24, 2006. If you are traveling, seek reimbursement by completing the Expense Claim Form and submitting to Accounts Payable.
Student Incentives, gifts, t-shirts, etc.	Use SAP Shopping Cart.
Amazon Prime Membership, Costco Membership, Sam's Club Membership, etc.	These purchases/memberships are non-transferrable/require an individual set up the membership to use the service therefore it is impossible to separate District use from personal use thus making it prohibited.
Any P-Card/T-Card purchase using Title 1 funds (e.g., program codes 7S046, 70S46, 70A56, and 7E046) without pre-approval from Title 1 Office/stated in SPSA	Use SAP Shopping Cart transaction or obtain pre-approval to use P-Card/T-Card from Title 1 Office with purchase designated on Single Plan for Student Achievement (SPSA).
Travel expenses, including airline tickets, hotels/lodging, and car rental, telemarketing travel arrangements	Use Travel Credit Card. All other travel related expense may be reimbursable upon submitting Expense Claim Form to Accounts Payable.
Food purchases for instructional purposes, such as Culinary Arts Program, livestock, Food Services and Healthy Network Program	P-Card may be used with prior approval by the District Credit Card Program. For Exception Request Form, visit <a href="http://pcard.lausd.net">http://pcard.lausd.net</a>
Transportation, including rental/use of buses, trains, for employee travel or school sponsored field trips	Contact the Transportation Division for field trips. If no District Busses are available, the T-Card may be used for companies on the Approved Charter Bus list. If no T-Card is issued to the school/office, the P-Card can be used with prior approval using the Exception Request form. If you are traveling, seek reimbursement by completing the Travel Request Process and submitting the reimbursement request.
Taxi/Uber/Lyft	<b>Not allowed on P-Card or T-Card.</b> See BUL 5525. 2 District Policy for Travel and Attendance at Conferences or Conventions for the approval process for employees to self-pay and request reimbursement (tips are not reimbursable)
Rental of non-District facilities and/or catering	Use SAP Shopping Cart. Instructions are available at <a href="http://achieve.lausd.net/Page/3868">http://achieve.lausd.net/Page/3868</a> .

**Note: Some items on the Restricted Items List may be purchased with pre-approval from the P-Card Unit via the Exception Request Form.**

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Book purchases for Program Code 14113 and 14152	Use SAP Shopping Cart transaction.
Gasoline, fuel, oil, coal and liquefied petroleum, towing, automotive parts and related services	Use Purchase Order if an approved District item or obtain prior approval from the District Credit Card Program. For exception request, visit <a href="http://pcard.lausd.net">http://pcard.lausd.net</a> .
Personal items or services	Not allowable District purchases. If District funds are utilized, you may be subject to disciplinary action and termination from the Credit Card program.
Cash refunds for returned purchases;	
Gifts, donations or contributions to individuals or organizations	
Tuition payments	Utilize tuition reimbursement form.
Medical services, medical drugs, pharmaceutical products or controlled substances	Use SAP Shopping Cart if an approved District item, unless pre-approval obtained by the District Credit Card Program.
Firearms, ammunition, explosives or other items considered being dangerous	
Parking fees, tickets or parking stickers and traffic tickets, tolls, violations and express lane fees	P-Card and/or Travel Credit Card may not be used to pay for parking fees. If you are traveling, seek reimbursement by completing the Expense Claim Form and submitting to Accounts Payable.
Computers, CPU and laptops;	Place order through ITD website at <a href="http://achieve.lausd.net/Page/4635">http://achieve.lausd.net/Page/4635</a> and following procedures in Reference Guide REF-6277.2.
Microsoft software; Adobe software (excluding Primary Schools and Elementary Schools)	
Cell phones, pagers and associated service fees	
Computer software and related purchases	Purchases involving student information or access must use SAP Shopping Cart.
Video Game Systems (Wii, Xbox, Nintendo), Video Game, iPODs, iPOD Shuffles, iPAD, iPhones	Use SAP Shopping Cart.
Flowers	Use Requisition, unless instructional such as floricultural, horticultural programs, then may use P-Card.

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Surveillance Cameras	Use SAP Shopping Cart.
Large appliances such as refrigerators, ranges/ovens, washing machines, dryers	Use SAP Shopping Cart.
Parental charges including supplies, equipment, refreshments, instructional materials, travel, fuel or printing services	Contact Local District Parent & Community Engagement Office
iOS (iPad) mobile apps	The process for purchases these can be found at: <a href="http://achieve.lausd.net/Page/4543">http://achieve.lausd.net/Page/4543</a> .
Apple vouchers and Apps	Use SAP Shopping Cart.

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