Los Angeles Unified School District
Procurement Services Division
Credit Card Program Unit

P-Card Pre-Approval Form- FY 15-16

Required for purchases of $500 and over

Cardholder Name:	
Location Name:	
Date:	

P-Card purchases of $500 and over should have the Principal/ Administrator or Approving Official's signature prior to the purchase. During reconciliation in SAP attach this signed form to the transaction(s) for which it applies; one form may be used for multiple purchases/transactions.

Requested By:	Description of item(s)	Vendor Name	Expected $ Amt.	GL Account *	Fund	Functional Area	Cost Center No.

Signature of Administrator or P-Card Approving Official (AO) *Print Name of Administrator or AO* *Date*

Commonly Used GL Accounts *

410010 Textbooks - General Purpose
420010 Other Books - General Purpose
420040 Other Books - Elementary
430010 Instr Material-General Purpose
440001 Non-Capitalized Equip-All Other
430001 General Supplies
430002 Advisory Committee Expenses
430003 Maintenance/Operations-Supplies
430004 Reprographic Services
520002 Travel/Conference Attendance
530001 Dues and Membership
560011 Rental Of Equipment
560005 Repair Of Equipment
560006 Maintenance Of Equipment
580002 Toshiba Copier Charges
580012 Contract Bus Services
590001 Tel, Pager,Postage Fees

** - GL Account is also known as Commitment Item*