



P-Card Update-FY 21-22

The Travel Freeze due to COVID-19 has been extended for FY 21-22. Even Local Travel will require the Deputy Superintendent's Approval via the Travel Freeze Exception Form. All Travel cards remain suspended for use and will not be reopened without an approved Travel Freeze Exception. For more detail regarding the Travel Freeze go to <https://travel.lausd.net>

New Contacts for Credit Cards:

Local District	Name and Email	Phone
LD South, LD West Central Offices, Adult Schools, Fuel Cards	Martha Viramontes at Martha.Viramontes@lausd.net	(562) 654-9428
LD Northwest, LD Northeast	Mary Jane Montilla at Maryjane.Montilla@lausd.net	(562) 654-9061
LD East, LD Central	Joanna Cruz at Joanna.Cruz2@lausd.net	(562) 654-9062

OR use the P-Card Main Line (562) 654-9401

Need a form? Forms, Applications and Agreements can be found at <http://pcard.lausd.net>

Important Reminders:

- SAP reconciliation for all transactions on the previous billing cycle are due by the 18th of the month and approval by the Principal in SAP by the 21st of the month
- 100% Receipt attachment is required for P-Card and T-Card in SAP
 - P-Card- attach applicable receipts/invoices, Field Trip approval forms, etc.
 - T-Card- attach Approved Travel Request Notification (ATRN) and receipts/email confirmations for hotel and travel expenses paid with the T-Card
 - For all **Title 1 purchases** on P-Card or T-Card the SPSA must be attached in addition to receipts and ATRNs
 - All attachments should be in PDF format
- Notify the P-Card unit immediately when there are changes in approving officials or cardholders
 - Cards should not be used without an approving official in place and the credit card forms submitted to the P-Card Unit
 - Submit a Credit Card Update Form and applicable agreements (P-Card, T-Card, Toshiba Card)

Travel/Conference Attendance Contacts:

Local District	Name and Email	Phone
LD West, LD South and LD East	Dee Washington at Dretha.Washington@lausd.net	(562) 654-9060
LD Central, LD Northeast and LD Northwest	Sharon Quon at Sharon.Quon@lausd.net	(562) 654-9337