



PROCUREMENT SERVICES DIVISION

P-CARD FINGERTIP FACTS

P-CARD PURCHASES	
✓ ALLOWED ✓	✗ RESTRICTED ✗
<p>All items must be for Official District use including, but not limited to:</p> <ul style="list-style-type: none">✓ Meals and refreshments (as permitted in BUL-2188.2)✓ General supplies and necessary goods✓ Employee Travel-related expenses (as permitted in BUL-5525.4)✓ Fieldtrips, student travel, charter busses (require iFieldtrip approval, must be on Transportation Branch's Approved Charter Bus List)✓ Software, licenses (only with applicable PODS (UDIPP) pre-approval)✓ Technology items w/Bluetooth or Wi-Fi connectivity (only with ITS pre-approval with Technology Review Request (TRR) Form)✓ Awards & Incentives✓ Parent conference or travel expenses (as permitted in BUL-6748.2)	<ul style="list-style-type: none">✗ Any item prohibited under District policy✗ Items/Services that are not permitted by the Federal, State or District funding rules/guidelines✗ Personal items or gifts✗ Computers, laptops, tablets (use Ariba Purchase Request PR)✗ Gift cards (only allowed if District program or grant specifically states. Credit Card Exception Request approval required. Gift Card Issuance Log must be uploaded to reconciled transaction in SAP)

? FAQs (Frequently Asked Questions)?

Q. When do I need to reconcile my charges?

A: Charges must be reconciled AND approved in SAP by the **30th of every month.**

Q. Can I ship items to my home?

A: No. All P-Card purchases must be shipped to a District school/office location.

Q. What if my Approving Official leaves or changes locations?

A: Submit a [District Credit Card Update Form](#) and [P-Card Holder Agreement](#) for the new Approving Official to the Credit Card Unit. The P-Card should not be used until the change is reflected in SAP.

Q. When and how do I submit a [Credit Card Exception Request](#)?

A: Submit the [Credit Card Exception Request](#) to the Credit Card Unit when you need to increase your monthly credit limit, for specialized items, etc.

Need Help?

Contact the Credit Card Unit at (562) 654-9401, via email at Pcard@lausd.net or for specific points of contact visit: <https://www.lausd.org/Page/19809>.