



## P-CARD PURCHASES

✓ ALLOWED ✓

✗ RESTRICTED ✗

**All items must be for Official District use including, but not limited to:**

- ✓ 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](#))

- ✗ 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 **30<sup>th</sup> 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](mailto:Pcard@lausd.net) or for specific points of contact visit: <https://www.lausd.org/Page/19809>.