

**TITLE:** District Policy and Procedures for District Purchasing Credit Card (P-Card)

**NUMBER:** BUL-100823.0

**ISSUER:** Matthew Friedman  
Chief Procurement Officer  
Procurement Services Division

**DATE:** June 16, 2025

**POLICY:** This bulletin serves to communicate the updated policy and procedures for the District’s Purchasing Credit Card (P-Card) and to formally rescind all preceding policies, bulletins, and practices related to its use.

**ROUTING**  
All Employees  
All Locations

For the purposes of this document, the following terms are defined below:

- “Procurement Services Division,” “PSD” and “Credit Card Unit” are used interchangeably to identify the District’s department that has oversight of the District’s Credit Card Accounts.
- “Administrator” refers to principals and District office administrators.
- “Cardholder” refers to the District employee whose name appears on the P-Card and who is responsible for complying with all applicable policies and procedures governing its use.
- “Approving Official” refers to the District employee responsible for the authorization of all P-Card purchases initiated by the Cardholder.
- “SAP,” “SAP system” and “SAP reconciliation transactions management system” are used interchangeably to identify the program used to reconcile P-Card transactions.
- “Worksite” refers to an employee’s work location whether it be a District school or office.
- “Travel,” “event,” “conference,” and “trip” are used interchangeably to represent all official travel, including, but not limited to District approved conferences, seminars, meetings, and trainings.

**MAJOR CHANGES:** This bulletin replaces previous policy on the Purchasing Credit Card (P-Card), including, but not limited to, information in the [Procurement Manual, 10<sup>th</sup> Edition](#).

- P-Cards no longer restrict the purchase of meals/refreshments/food related to District approved activities. For the District’s policy and procedures on the purchase of meals/refreshments/food, reference [BUL-2188.2 – Purchase of Meals/Refreshments/Food](#).

- A *P-Card Pre-Authorization Form* is no longer required for single-item purchases of \$500 or more.
- The P-Card single transaction limit has been increased from \$5,000 to \$10,000, provided there's sufficient funding and the cardholder stays within the monthly spending limit.
- Responsibility and accountability remain with the Administrator, cardholder and Approving Official to purchase within their budget and in compliance with the District's P-Card policy.
- Due to the enhanced P-Card abilities, Imprest Bank Accounts are closing (effective October 31, 2025) across the District and the P-Card should be used as the primary tool for flexible and compliant purchasing. Should a last minute, emergency purchase be made without the P-Card, employees may be reimbursed by submitting a completed [Business Expense Reimbursement Form](#) and required documentation to [accounts.payable@lausd.net](mailto:accounts.payable@lausd.net). Reimbursement will be processed through payroll and reflected on the employee's paycheck.

**PURPOSE:**

The purpose of this bulletin is to inform District employees, particularly P-Card Cardholders and Approving Officials, of the revised policy concerning the appropriate use of the District's P-Card Account.

Administrators reserve the right to institute more restrictive protocols to ensure additional administrative control and/or to address budgetary requirements.

Additionally, this bulletin communicates the District's initiative to terminate Imprest Bank Accounts across the District by October 31, 2025.

To facilitate the orderly transition from Imprest Account purchasing to P-Card, the District is providing support through the dissemination of District-wide communications and live P-Card webinars and drop-in training sessions. Details and other resources can be found on the [PSD website](#) at [www.lausd.org/Page/19809](http://www.lausd.org/Page/19809).

**BACKGROUND:**

This policy bulletin consolidates all policy and procedures for the District P-Card and further serves as notification of the closure of Imprest Bank Accounts across the District by October 31, 2025.

**GUIDELINES:**

The Procurement Services Division's (PSD) Credit Card Unit has oversight of the District's Credit Card Accounts, which include the Fuel Credit Card, (refer to BUL-6406.0 – Fuel Credit Card Policy and Procedures), the Ghost Account Credit Card (Unified Print Ghost Account) (refer to [Procurement Manual, 10<sup>th</sup> Edition](#)) and the Purchasing Credit Card (P-Card).

In 2025, PSD streamlined District purchasing for Cardholders and Approving Officials by merging the Travel Credit Card (T-Card) into the P-Card, allowing the P-Card to cover approved travel-related expenses. This revised P-Card policy reflects and expands upon these ongoing efforts.

I. Purchasing Credit Card (P-Card)

The P-Card is intended for use in support of the educational mission of the District. To promote purchasing efficiency and faster vendor payments for low-value items, the P-Card should be the primary payment method.

II. P-Card Application

A. Submit a complete [District Credit Card Application](#) and [P-Card Holder Agreement](#) to the Credit Card Unit in order to obtain a P-Card. For these and other documents and information about the District's Credit Card Unit, visit the [PSD website](#) at [www.lausd.org/Page/19809](http://www.lausd.org/Page/19809). The Credit Card Unit will typically issue a P-Card within ten (10) business days of submitting a complete application and agreement. Incomplete forms will result in delays.

B. The reconciliation of P-Card expenditures is conducted within the SAP system. SAP roles will be assigned according to the [District Credit Card Application](#) submitted.

C. Upon receipt, immediately activate the P-Card by following the instructions provided on the affixed activation sticker. Cardholders will be prompted to choose a PIN number and provide their employee number (instead of Social Security number).

III. Administrator Responsibilities

A. Administrators are responsible for their worksite's expenditures and budget.

B. Administrators must designate one (1) Cardholder and one (1) Approving Official per P-Card.

1. Note: an Administrator may choose to serve as the Approving Official.

2. The Cardholder may not serve as an Approving Official on a P-Card issued in their own name.

3. The Approving Official must be senior to the Cardholder.

4. The Cardholder and Approving Official must be District employees with District employee numbers and may not be Pool employees.

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5. Teachers should not be designated as cardholders.
- C. Administrators must ensure that the Cardholder and Approving Official abide by District policy and procedures and provide oversight into the use and maintenance of the P-Card.
- D. Administrators must ensure the Cardholder reconciles every purchase in the SAP reconciliation transactions management system and the Approving Official reviews and approves every purchase in the SAP system as outlined in the “P-Card Reconciliation” section of the bulletin.
- IV. Cardholder Responsibilities
- A. Personal use of the P-Card is strictly prohibited. If a Cardholder inadvertently or mistakenly makes a personal purchase using the P-Card at the point of sale, the Cardholder should attempt to have the transaction immediately reversed with the supplier. If the supplier is unable to reverse the charge, the Cardholder must self-report this transaction immediately to the Credit Card Unit to arrange for reimbursement to the District. For contact information, see the “Assistance” section of the bulletin.
- B. Intentional misuse of the P-Card for other than “District’s official use” will be considered an attempt to commit fraud against the District. Proof of such fraud will result in immediate cancellation of the card and may include disciplinary action against the employee under applicable District administrative procedures. The Cardholder will be liable to the District for any non-business/personal purchases and will be subject to criminal prosecution when warranted. Restitution will be sought against a District employee upon discovery of intentional misuse, fraud, abuse, and malfeasance. All P-Card transactions are subject to auditing and internal control verification.
- C. In response to previous audit recommendations from the Office of the Inspector General (OIG), the Credit Card Unit has developed audit procedures that include a progressive policy for violation notifications. A violation may require corrective actions deemed as a “minor violation” (e.g., retraining/recertification requirements). A “repeat violation” or “major violation” (e.g., personal purchases or purchases of restricted items) WILL result in the suspension or revocation of P-Card privileges and a notification of the violation to the Region Office, District Office, and/or the Office of the Superintendent, respectively. Major violations may also be reported to OIG for further review or to

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Staff Relations to seek restitution for personal or non-District related purchases.

D. In addition, the Cardholder **MUST**:

- Understand and follow District policy and procedures regarding the use of the P-Card, including adherence to categorical program guidelines when reconciling transactions to state and federal funds.
- Participate in mandatory training for new Cardholders offered through MyPLN and complete the recertification/quiz annually or as mandated by PSD. PSD may suspend accounts until the required training/recertification has been completed.
- Secure funding prior to making a P-Card purchase.
  - If the Cardholder does not have sufficient funds to reconcile the purchase, the P-Card may be suspended or terminated.
  - The Cardholder must secure funding to cover payments prior to purchasing items with the P-Card.
  - It is prohibited for Cardholders to spend more than the site's available budget even though there may still be available credit on the P-Card. If the accounting line selected has insufficient funds, the SAP system will display an error message.
- Reconcile/Dispute all P-Card purchases in SAP as outlined in the "P-Card Reconciliation" section of the bulletin.
- Always ensure security of the P-Card.
- Report lost or stolen P-Cards immediately as outlined in "Lost or Stolen P-Card" section of the bulletin.
- Apply for any rebates that are available with purchase and submit the rebate to the Cash Receipts Unit in Accounts Payable and identify the funding line that the rebate should be credited.
  - It is a violation to have a rebate check made out to a Cardholder's name; therefore, you must have the vendor issue the rebate payable to "Los Angeles Unified School District."
  - The Accounts Payable Branch will record the cash receipts and abate expenditures previously charged to the prescribed accounting line.
- Avoid any purchases where there is a conflict of interest or the appearance of a conflict.

- Where applicable, follow District policy regarding equipment inventory procedures as stated in [BUL-1158.2 – Accounting for Supplies and Equipment Purchases](#), [BUL-953.1 – Control of Site Equipment](#) and [BUL-3508.9 – Inventory Requirements for Equipment Purchased with Categorical Program Funds](#).
  - Review all outstanding transactions prior to transferring, retiring or otherwise leaving District employment. Submit a complete [District Credit Card Update Form](#) to the Credit Card Unit to cancel the P-Card. The Approving Official must oversee the destruction of the P-Card prior to the Cardholder’s last day. Any charges made thereafter will be the responsibility of the Cardholder.
- E. **DO NOT** purchase from the Restricted Items list (unless otherwise indicated in District policy). If a P-Card transaction goes through, it does not indicate the purchase is permissible. For a complete list, see the “Restricted Items” section of the bulletin.
- F. **DO NOT** exceed the monthly spending limit. However, exceptions may be granted by submitting a complete [Credit Card Exception Request](#) to the Credit Card Unit.
- G. **DO NOT** share the P-Card or allow any other individual to make purchases using the card issued to the Cardholder. The Cardholder is the only authorized holder and purchaser.
- H. **DO NOT** destroy or cancel the P-Card if the Approving Official changes location or is no longer employed by the District. Complete and submit a [District Credit Card Update Form](#) and the [P-Card Holder Agreement](#) to the Credit Card Unit once a new Approving Official is designated. The P-Card is **NOT** to be used until the new Approving Official is reflected in SAP. If disregarded, the Cardholder will be audited and may have their P-Card privileges suspended.
- V. Approving Official Responsibilities  
The Approving Official **MUST**:
- Understand and follow District policy and procedures regarding the use of the P-Card, including adherence to categorical program guidelines when reconciling transactions to state and federal funds.
  - Participate in mandatory training for new Approving Officials and complete the recertification/quiz annually or as mandated by PSD. PSD may suspend accounts until the required training/recertification has been completed.

- Review and approve/dispute reconciled transactions in SAP as outlined in the “P-Card Reconciliation” section of the bulletin.
- Notify the Credit Card Unit if a Cardholder will be out on extended leave. The Credit Card Unit will either suspend the card during absence or request to cancel the card and have another card issued to an alternate person at the worksite. The P-Card should not be used in the absence of the Cardholder.
- Promote adherence to P-Card policy among Cardholders as outlined in the “Cardholder Responsibilities” section of the bulletin.
- Ensure the Cardholder reconciles P-Card purchases as outlined in the “P-Card Reconciliation” section of the bulletin.
- Review all outstanding transactions prior to transferring, retiring or otherwise leaving District employment. Submit a complete [District Credit Card Update Form](#), along with the [P-Card Holder Agreement](#) to the Credit Card Unit to change the Approving Official (**DO NOT** destroy the Cardholder’s card).
- If a designee (**NOT** the Cardholder) is appointed by the Approving Official, the Approving Official is responsible for SAP actions taken by the designee.

VI. P-Card Reconciliation

Cardholders have the option to input the applicable funding line and cost center associated with their P-Card during reconciliation in SAP.

- A. Valid receipts (additional attachments when required) for all P-Card purchases must be uploaded/attached to the corresponding reconciliation transaction in SAP.
- B. Valid receipts must be clear and show each item's price, total cost, purchase date, vendor information and in PDF file format. Note: packing slips that do not meet these requirements are not valid. Retention of hard copy receipts is not required provided valid attachments are uploaded in SAP.
- C. For worksites using Title I funds (7S046, 7T691), supporting documentation must include valid receipts and a copy of the approved School Plan for Student Achievement (SPSA) pages. These pages should list the approved purchase/conference/fieldtrip and show the budget aligned to the purchase/conference/fieldtrip.

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- D. As a Restricted Item, all software-related P-Card transactions must be reconciled with applicable receipts **AND** the approved [Technology Review Request \(TRR\) Form](#). Prior to purchase, submit a TRR Form to [ITS-ReviewRequests@lausd.net](mailto:ITS-ReviewRequests@lausd.net) for approval (additional PODS/UDIPP approval may be required). For the District's policy on ELAs, reference [REF-6277.4 – Software Bundle Fees Related to the District's Various Enterprise License Agreements \(ELA\)](#).
- E. Cardholders and Approving Officials must reconcile P-Card purchases in the SAP reconciliation transactions management system by the close of business on the 30<sup>th</sup> day of the month (except for year-end closing). For example, transactions made from January 26<sup>th</sup> – February 25<sup>th</sup> will be due March 30<sup>th</sup>. It is recommended for the Cardholder to complete their portion of the reconciliation by the 15<sup>th</sup> of each month to give the Approving Official time to review receipts for every purchase and approve by the 30<sup>th</sup> deadline. Failure to reconcile transactions will result in suspension or revocation of P-Card privileges.
- F. PSD, in collaboration with the Budget Services and Financial Planning Division, reserves the right to force reconcile transactions that are severely out of compliance (two or more months in arrears or failing to meet the year-end reconciliation deadline) using the worksite's General Funds funding line. Note: reconciliation deadlines for year-end closing may be earlier than the 30<sup>th</sup>. For the District's latest year-end dates, reference MEM-6016.12 – 2024-2025 Procurement Year-End Closing Timelines.
- G. Resolve incorrect charges or disputes with the vendor and/or U.S. Bank within 45 days of the transaction date, and track disputes to resolution. Incorrect charges that are not resolved within 45 days become the sole responsibility of the Cardholder. The Cardholder is required to reconcile all disputed transactions and is prohibited from rejecting any disputed transaction within SAP. For U.S. Bank Customer Service contact information, see the "Assistance" section of the bulletin. *Note: PSD, with support from the Budget Services and Financial Planning Division, reserves the right to force reconcile transactions that are seriously out of compliance (two or more months in arrears or that fail to meet the year-end reconciliation deadline) using the worksite's General Funds funding line.*

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- H. If a charge on the Cardholder's statement is unrecognized, an item is billed incorrectly, or if an item is found to be faulty, defective or has not been received, the Cardholder must first attempt to resolve the problem with the vendor.
1. If merchandise replacement or credit is not provided by the vendor, the Cardholder must contact U.S. Bank Customer Service (877) 887-9260 for instructions on how to file a dispute within 45 days of the transaction date.
  2. The Cardholder should also notify the Approving Official of the disputed charge. It is the Cardholder's responsibility to track disputes to resolution. Cardholders must log and track credits in the SAP system. Once the credit from the vendor or the bank appears in SAP, the transaction should be reconciled to the same funding line as the original transaction. If applicable, attach a copy of the [Fraudulent Charges Form](#). Cardholders and Approving Officials **MUST NEVER** reject any disputed transaction(s) in SAP.
- VII. P-Card Purchases for Travel
- A. The P-Card can be used to make pre-paid travel arrangements **AFTER** a Travel Request is in "Approved" status in Concur. Travel-related P-Card purchases may include, but are not limited to, conference fees, airfare and hotel and must follow the District's travel policy as outlined in [BUL-5525.4 – District Policy for Travel and Conference Attendance](#).
  - B. If you use the P-Card for hotel reservations, reservations **MUST** be pre-paid either by booking via third-party booking sites (e.g., Expedia, Booking.com, Travelocity) or by pre-payment link directly with the hotel for room charges, taxes/fees.
  - C. If a conference organizer offers room blocks at a lower cost, the Cardholder may book a hotel venue directly or with a pre-payment link provided by the conference organizer. However, to ensure easy check-in if the traveler is not the Cardholder:
    1. Contact the hotel to confirm all room fees are paid at the time the Cardholder makes the reservation **OR**
    2. Contact the hotel to request a Credit Card Authorization Form. The Cardholder must complete the form and confirm receipt by the hotel when making the reservation.
    3. The traveler's personal credit card may be charged and/or reservations may be canceled if these steps are not followed.

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4. Cardholders should provide the traveler with a copy of the room reservation along with payment confirmation.
- D. It remains the responsibility of travelers to present a personal credit card for hotel incidentals at the time of check-in. The P-Card is not to be utilized for these purposes. Travelers will be held financially accountable for any personal and/or incidental charges applied to the P-Card and will be required to remit reimbursement to the District.
- E. All travel-related P-Card transactions must be reconciled with applicable receipts AND a copy of the Approved Travel Request from Concur, sent via email.
- F. The P-Card is no longer limited to District employee travel. It may be used to arrange for District-related student travel/fieldtrips.
- G. It may **NOT** be used to arrange travel for parents without a pre-approved [Credit Card Exception Request](#) **AND** funding that specifically allows for this. For the District's policy on parent travel, reference [BUL-6748.2 – Parent Conference Attendance](#).
- VIII. Credit Card Exception Request  
P-Card purchases may result in an automatic decline if the purchase is from the Restricted Items list. Items on the Restricted Items list are unauthorized purchases unless a [Credit Card Exception Request](#) has been submitted **AND** approved by the Credit Card Unit. The complete form must be submitted and authorized at least five (5) business days prior to the transaction payment deadline.
- If your P-Card is declined, contact the Credit Card Unit immediately to assist with a change to an allowable Merchant Category Code (MCC). The Credit Card Unit can change these codes at any time to manage the program, prevent restricted purchases, and protect against fraud or misuse.
- IX. Restricted Items and Actions
- A. The following items may be allowable P-Card purchases, subject to applicable restrictions and District policy requirements:
1. Due to the District's Enterprise License Agreements (ELAs), ITS approval is required before purchasing software. Submit a complete [Technology Review Request \(TRR\) Form](#) as instructed on the form.

2. Purchase of meals/refreshments/food for District-approved meetings is allowed, provided it adheres to the policy in [BUL-2188.2 – Purchase of Meals/Refreshments/Food](#).
  3. Admission to Approved Educational Activities is allowed, provided it adheres to policy in [REF-2111.1 – Fieldtrips Handbook and Revised Procedures](#).
  4. Bus Services for Educational Fieldtrips are allowed, provided it adheres to policy in [BUL-1521.1 – Buses for Student Trips and Other School Activities](#). Charter buses must be on the Transportation Services Division’s list of approved charter bus companies.
  5. Cleaning Supplies, playground equipment/apparatus require prior purchasing approval from the Office of Environmental Health and Safety (OEHS) to ensure safety and compliance. For contact information, see the “Assistance” section of the bulletin.
  6. Equipment repair services require Risk Management approval if equipment is in a school site.
  7. Membership fees for educational organizations, school support services, or stores offering member discounts are permissible **ONLY IF** District-wide discounts are available with the organization. Individual or personal memberships are not allowed.
  8. Gift cards (insofar as they are allowed as specified by a grant, or District approved program, or as stated in an IOC). A gift card issuance log must also be uploaded to the transaction in SAP during reconciliation.
  9. Video game systems insofar as they are specified by a grant or District program (e.g., eSports classes/curriculum)
- B. The following items are prohibited from purchasing with the P-Card, regardless of circumstance, and are not allowable under any District policy or exception:
1. Computers, laptops, iPads/tablets
  2. Shipping items to home addresses
  3. Electrical items that DO NOT have Underwriters Laboratories (UL) approval and grounded electrical cords (three-prong or polarized plug)
  4. Book purchases for Program Code 14113 and 14152
  5. After-the-Fact purchases for services or goods already rendered to the District without proper approvals
  6. Alcoholic beverages
  7. Entertainment not specifically related to District activities

8. Personal items or services
9. Gifts, donations or contributions to individuals or organizations
10. Tuition payments
11. Firearms, ammunition, explosives, or other dangerous items
12. Parking tickets, tolls, penalties

X. Lost or Stolen P-Card

If the P-Card is lost or stolen, call U.S. Bank Customer Service at (877) 887-9260 (available 24 hours, 7 days a week) and notify the Approving Official. A U.S. Bank Customer Service Representative will request the following information (as submitted on the [District Credit Card Application](#)): Cardholder's complete name, address, phone number, monthly credit limit, employee number, date of loss or theft, and details of purchases made on the day the card was lost or stolen. A new card will be mailed to the Credit Card Unit and will be forwarded to the Cardholder upon receipt. A new account number will be assigned. The Cardholder must carefully review the bank statement following the loss/theft since the purchase occurring immediately prior to the reported loss/theft will be billed under the new card number.

XI. Violation of P-Card Policy and Procedures

Participation in the District's Credit Card Program is a privilege that may be terminated because of abuse, fraud or violation of District policy and procedures. Any of the following actions, including but not limited to those listed, will result in termination, revocation, restitution, and/or disciplinary action:

- Unauthorized purchase of Restricted or Prohibited Items
- Unofficial/Unauthorized Use of P-Card
- Failure to reconcile P-Card transactions (Cardholder) or review and approve reconciled transactions (Approving Official)
- Failure to complete mandatory refresher training
- Failure to respond to requests for auditing and internal control verification
- Failure to fulfill duties as a Cardholder and/or Approving Official
- Failure to notify the Credit Card Unit of Cardholder/Approving Official location changes or separation from the District

**AUTHORITY:** This is a policy enacted by the Procurement Services Division in its authority for centralized management of District procurement.

**RELATED  
RESOURCES:**

- [Procurement Manual, 10<sup>th</sup> Edition](#)
- [BUL-2188.2 – Purchase of Meals/Refreshments/Food](#)
- [BUL-6406.0 – Fuel Credit Card Policy and Procedures](#)
- [BUL-1158.2 – Accounting for Supplies and Equipment Purchases](#)
- [BUL-953.1 – Control of Site Equipment](#)
- [BUL-3508.9 – Inventory Requirements for Equipment Purchased with Categorical Program Funds](#)
- [REF-6277.4 – Software Bundle Fees Related to the District’s Various Enterprise License Agreements \(ELA\)](#)
- [MEM-6016.12 – 2024-2025 Procurement Year-End Closing Timelines](#)
- [BUL-5525.4 – District Policy for Travel and Conference Attendance](#)
- [BUL-6748.2 – Parent Conference Attendance](#)
- [REF-2111.1 – Fieldtrips Handbook and Revised Procedures](#)
- [BUL-1521.1 – Buses for Student Trips and Other School Activities](#)

**ATTACHMENTS:** Attachment A – P-Card Fingertip Facts

**ASSISTANCE:**

For support or additional information, please contact the appropriate department/unit/company:

- [Procurement Services Division](#)
  - Credit Card Unit: (562) 654-9401 or [Pcard@lausd.net](mailto:Pcard@lausd.net) or for specific points of contact visit: [www.lausd.org/Page/19809](http://www.lausd.org/Page/19809)
  - Travel Desk Unit: (562) 654-9058 or for specific points of contact visit: [www.lausd.org/Page/19728](http://www.lausd.org/Page/19728)
- [Office of Environmental Health & Safety](#)  
(213) 241-3199 or [OEHSQuestions@lausd.net](mailto:OEHSQuestions@lausd.net)
- [U.S. Bank Customer Service](#)  
(877) 887-9260



## PROCUREMENT SERVICES DIVISION

## P-CARD FINGERTIP FACTS

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

[? 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>.