



**Los Angeles Unified School District  
Procurement Services Group  
Procurement Card Program  
P-CARD HOLDER AGREEMENT**

**By signing below, I agree that:**

- I have completed the P-Card Online Training program, and fully understand all P-Card policies and procedures.
- Spending limits on my card are \$ 5,000 per transaction\*
- \*I understand that if my location has: One card only the spending limits will be \$5,000 per transaction / \$50,000 per month  
or  
Two cards the spending limits will be \$5,000 per transaction / \$50,000 per month each
- I will use the card only for **authorized items** and purchase only from **authorized merchants**.
- I will use the card for **official District business only** and NOT for any **personal transactions**.
- I will **keep the card secure at all times**, and **immediately notify** US Bank, the Approving Official, and the P-Card Unit of loss, theft, or fraudulent use of the card.
- I will be held **personally liable** to the District for any **unauthorized use** of the card, including
  - **prohibited items/merchants**                      - **over-limit transactions**
  - **personal use**    - **loan of the card to any other person for any reason**
- I will follow **reconciliation procedures** found in the *Procurement Manual*, reconcile all transactions and attach receipts for the billing cycle by the 18<sup>th</sup> of the following month and monitor available funds balances **regardless of access to the online reconciliation system**.
- I will use **Specially Funded Program** funding lines only for appropriate purchases, as defined in the Federal Guidelines (e.g., Title One funds may be used only for purchases related to literature and math), and provide a **detailed description** of items purchased when performing reconciliation of Specially Funded Program purchases.
- I will upload and attach copy of receipt or invoice detailing the purchase to the transaction record in SAP.
- I understand and agree that I must **return the P-Card**, cut in half, to my Approving Official or directly to the P-Card Unit, upon
  - **transfer to another location**                      - **separation from District employment,**
  - **cancellation of card privileges**
- I will comply with all other policies and procedures enumerated in the *Procurement Manual*.
- I understand that unauthorized use or misuse of the card may result in disciplinary action under applicable District procedures.

<b>Cardholder Name: (print)</b> _____	<b>Location:</b> _____	<b>Region:</b> _____
<b>Signature:</b> _____	<b>Employee #</b> _____	<b>Date:</b> _____

**APPROVING OFFICIAL AGREEMENT**

**By signing below, I agree that:**

- I have completed the P-Card Online Training program, and fully understand all P-Card policies and procedures.
- I will **review the accounts** of all Cardholders for whom I am responsible bi-weekly, and **approve** or otherwise follow up on all transactions **by the 21<sup>st</sup> of each month**.
- I will ensure that the following policies and procedures are adhered to by all Cardholders for whom I am responsible:
- Cardholders will use the card only for **authorized items**, use only **authorized merchants**, use the card for **official District business only** and for **no personal transactions**.
- Cardholders will **keep the card secure at all times**, and **immediately notify** US Bank, me (the Approving Official), and the P-Card Unit of loss, theft, or fraudulent use of the card.
- Cardholders will be held **personally liable** to the District for any **unauthorized use** of the card, including
  - **prohibited items/merchants**                      - **over-limit transactions**
  - **personal use**    - **loan of the card to any other person for any reason**
- Cardholders will follow **reconciliation procedures** as described in the *Procurement Manual*, and reconcile by the 18<sup>th</sup> of the month.
- Cardholders will use **Specially Funded Program** funding lines only for appropriate purchases, as defined in the Federal Guidelines (e.g., Title One funds may be used only for purchases related to literature and math), and provide a **detailed description** of items purchased when performing reconciliation of Specially Funded Program purchases.
- Cardholders will upload and attach copy of receipt or invoice detailing the purchase to the transaction record in SAP.
- **Only the named Cardholder** will use the card assigned to him or her. Cardholders must **return the card**, cut in half, to me (the Approving Official) or directly to the P-Card Unit, upon
  - **transfer to another location**                      - **separation from District employment,**
  - **cancellation of card privileges for any reason**
- I agree to comply with and enforce all other policies and procedures enumerated in the *Procurement Manual*.

<b>Approver Name: (print)</b> _____	<b>Location:</b> _____	<b>Region:</b> _____
<b>Signature:</b> _____	<b>Employee #:</b> _____	<b>Date:</b> _____