

P-CARD UNIT FREQUENTLY ASKED QUESTIONS (FAQ)



1. Q: What can I purchase with the P-Card?

A: The P-Card may be used for low dollar value transactions between \$1 to \$1,500/\$3,000. You may utilize your location's P-Card for goods, commodities, general services and professional services.

2. Q: What types of purchases are not allowed on the P-Card?

A: Personal use of any District Credit cards is strictly prohibited. Items such as food, gift cards, flowers, computers and computer software are restricted on the P-Card. For a full list of items, please refer to the P-Card Restricted Items List located at <https://pcard.lausd.net>

3. Q: What are the dollar limits for purchases on the P-Card?

A: The dollar limits for purchases vary depending on the type of card selected. School site/office may select one P-Card per location with a single purchase limit of \$3,000 and a monthly purchase limit of \$20,000 or two P-Cards with a single purchase limit of \$1,500 and a monthly purchase limit of \$10,000.

4. Q: What should I do if a charge appears on my Citibank statement or in SAP that I believe is fraudulent? How do I dispute transactions?

A: Contact Citibank customer service immediately at (800)248-4553 Citibank will close your card and issue a new card. Citibank will investigate the charges and refund your card **within 30 days** if the transactions are deemed fraudulent. Cardholders must reconcile the fraudulent charges as well as the refund using the same funding line (this will balance your funding line). Do not reject any transactions in SAP. A copy of the Fraudulent Charges Form (available on P-Card website <https://pcard.lausd.net>) should be completed and uploaded to the fraudulent transaction as well as to any refund transaction issued by the bank. The cardholder should also contact the P-Card unit to inform of the suspected fraudulent charges and to be on the lookout for a replacement credit card.

5. Q: Who do I contact if I lost or misplaced my P-Card or Travel Card?

A: If you have misplaced your P-Card or Travel Card, contact the Citibank immediately at (800)248-4553. Citibank will close your card and issue a new card. You should also contact the P-Card Unit to be on the lookout for a replacement credit card.

6. Q: Is there a deadline for reconciliation?

A: Reconciliation for P-Card is every month, due by the 18th AND approved by the 21st. For example, transactions made from January 4th- February 3rd will be due February 18th and approved by the 21st. If the 18th day is a weekend or holiday, then reconciliation must be completed at the close of business the last business day prior to the 18th. Unreconciled transactions may result in suspension or revocation of card privileges

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7. Q: What is required to reconcile a purchase?

A: Receipts/invoices in PDF format are required to reconcile a purchase. In addition, pre-approval forms must be uploaded for any purchase of a single item costing \$500 or more. (see P-Card Website form: <https://pcard.lausd.net>). For Title 1 purchases, the SPSA must be uploaded when using the P-Card or Travel Card. All Travel card purchases, must have the Approved Travel Request Notification (ATRN) uploaded and field trip related purchases must have the approved Field Trip forms attached in addition to receipts. Please note, packing slips are not considered receipts.

8. Q: Why did my P-Card decline? What do I do if a card purchase has been declined?

A: Contact the P-Card unit if your purchase has declined. A credit card purchase may decline for various reasons.

- 1- The transaction may be above the single purchase limit
- 2- You may have purchased more than your cycle limit for the month
- 3- The purchase is made from a vendor using a merchant category code that is not allowed or restricted.
- 4- Your card may have been suspended for past due reconciliation
- 5- The bank may have placed a temporary hold on your account due to suspected fraudulent activity.

9. Q: When do I need to submit a Credit Card Exception Request Form? What is required for the Credit Card Exception Request submittal?

A: A Credit Card Exception Request Form is required when a purchase is declined by the bank. Please refer to reasons for declined purchases on question #8. The Credit Card Exception Request form should be thoroughly completed and signed. In the description area, please provide a detailed explanation of the purchase including the funding line that will be used to reconcile the purchase. Please provide an invoice or quote if available as back-up documentation. For exceptions on purchases that are travel related (either on P-Card or T-Card), please provide a copy of the Approved Travel Request Notification (ATRN).

10. Q: What do I do if I'm transferring to another department?

A: If you are leaving your location, reconcile all of your credit card transactions prior to leaving. Submit a District Credit Card Update Form requesting to cancel your assigned cards (P-Card/T-Card/Toshiba Ghost Card as applicable). Shred any cards in your possession. Please Note, a new P-Card cannot be issued to you at a new location until all of your transactions are reconciled and your card has been closed at your previous location.

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11. Q: What do I do if my approving official is leaving the school/office?

A: Be certain to have your approving official approve your transactions in SAP prior to leaving the location. Contact the P-Card Unit at (562) 654-9401 if your approving official was unable to approve all transactions. Once a new approving official is in place, submit a District Credit Card Update form and the corresponding credit card agreement in order to update the Approving official information. The forms and agreements can be found in the P-Card website at <https://pcard.lausd.net>. Please note, any P-Card and T-Card for which there is no Approving Official will be suspended until a new Approving Official is established.

12. A: What happens if I used my P-Card accidentally to make a personal purchase?

Q: If an accidental charge was made on a District credit card, please contact the P-Card unit as soon as possible. The P-Card unit will provide a CRU Remit Form. The form should be completed and a personal check or money order must be issued payable to LAUSD for the amount of the accidental purchase. The CRU Remit form, a check or money order must be submitted to the Cash Receipts Unit along with a note detailing what happened.

13. Q: What do the posting statuses in SAP of “Cleared”, “Posted” and “Parked”, mean?

A: A “Cleared” status means the transaction has been reconciled and approved and funding has been cleared. A “Posted Status” means the transaction has been reconciled and approved and is waiting overnight clearance in SAP. A “Parked” status means the transaction is waiting to either be reconciled or approved or both.

14. Q: How long does it take for a purchase to post in my SAP universal worklist (UWL)?

A: It normally takes about 4 to 7 business days for a purchase to appear in SAP

15. Q: What is the difference between a “District Credit Card Update Form” and a “District Credit Card Application”?

A: A District Credit Card Update form is used to cancel/close a credit card, to update/change Approving Official information, and increase/decrease card limits. A District Credit Card application is used to request a credit card.

16. Q: Where can I find information about the P-Card?

A: Information about the District Credit Card Program can be found at <https://pcard.lausd.net>

17. Q: Why can’t I charge up to the amount available in my budget?

A: Despite having a large amount available to spend in your budget, the credit card limits are set to specific dollar amounts (\$1,500/\$10,000 or \$3,000/\$20,000). If the monthly limits are reached and additional expenses need to be made, an exception request may be submitted to cover the amounts of the purchases.

P-CARD UNIT FREQUENTLY ASKED QUESTIONS (FAQ)



18. Q: How do I upload or delete receipts?

A: Job aids on how to upload and delete receipts are available in the P-Card website at <https://pcard.lausd.net>. If you need additional assistance or guidance, please contact your assigned P-Card representative.

19. Q: Where do I go to take the P-Card quiz? How often do I need to take it?

A: The P-Card quiz is available in the P-Card website at <https://pcard.lausd.net>. The quiz must be taken at least every two years.

20. Q: Where can I check to see if I have unreconciled transactions?

A: You may log in to SAP and check your universal worklist for unreconciled transactions. In addition, you can also generate a P-Card reconciliation report. A job aid for the P-Card reconciliation report can be found in the P-Card website at <https://pcard.lausd.net>

21. Q: How do I check if I have unattached receipts?

A: You can quickly check if you are missing receipts for reconciled transactions by generating a P-Card Reconciliation Report. A job aid for the P-Card Reconciliation report can be found in the P-Card website at <https://pcard.lausd.net>. Transactions missing receipt will not have a green checkmark under the "Attachment Indicator column".

22. Q: How do I attached/upload receipts to reconciled transactions?

A: Receipts may be uploaded to reconciled transactions by generating a P-Card Reconciliation Report. A job aid for the P-Card Reconciliation report can be found in the P-Card website at <https://pcard.lausd.net>.

P-CARD RESTRICTED ITEMS LIST

Restricted Items: If the Approving Official identifies any of these unauthorized items as purchased by the Cardholder, s/he must notify the P-Card Unit immediately and reject the transaction in the online reconciliation system.	
Restricted Item:	Alternate/Approved Payment Method:
Gift cards	District issued credit cards may not be used to purchase gift cards.
Food, refreshments, coffee	District issued credit cards may not be used to purchase food, refreshments, coffee. Refer to Bulletin 2188.0 Purchase of Meals, Refreshments and Foods issued by the Chief Financial Officer on January 24, 2006. If you are traveling, seek reimbursement by completing the Expense Claim Form and submitting to Accounts Payable.
Student Incentives, gifts, t-shirts, etc.	Use SAP Shopping Cart.
Any P-Card/T-Card purchase using Title 1 funds (e.g., program codes 7S046, 70S46, 70A56, and 7E046) without pre-approval from Title 1 Office/included in site's SPSA	Use SAP Shopping Cart transaction or obtain pre-approval to use P-Card/T-Card from Title 1 Office with purchase designated on Single Plan for Student Achievement (SPSA).
Travel expenses, including airline tickets, hotels/lodging, and car rental, telemarketing travel arrangements	Use Travel Credit Card. All other travel related expense may be reimbursable upon submitting Expense Claim Form to Accounts Payable.
Food purchases for instructional purposes, such as Culinary Arts Program, livestock, Food Services and Healthy Network Program	P-Card may be used with prior approval by the District Credit Card Program. For exception request, visit http://pcard.lausd.net
Transportation, including rental/use of buses, trains, for employee travel or school sponsored field trips;	Contact the Transportation Division for field trips. If no District Busses are available, the T-Card may be used for on the Approved Charter Bus list. If there is no T-Card issued to the school/office, the P-Card can be used with prior approval using the Credit Card Exception Request form. If you are traveling, seek reimbursement by completing the Expense Claim Form and submitting to Accounts Payable.
Taxi/Uber/Lyft	Not allowed on P-Card or T-Card. See BUL 5525. 2 District Policy for Travel and Attendance at Conferences or Conventions for the approval process for employees to self-pay and request reimbursement (note, tips are not reimbursable)
Rental of non-District facilities	Use SAP Shopping Cart. Instructions are available at http://achieve.lausd.net/Page/3868 .

Note: Some items on the Restricted Items List may be purchased with pre-approval from the P-Card Unit via the Exception Request Form.

P-CARD RESTRICTED ITEMS LIST

Book purchases for Program Code 14113 and 14152	Use SAP Shopping Cart transaction.
Gasoline, fuel, oil, coal and liquefied petroleum, towing, automotive parts and related services;	Use Purchase Order if an approved District item or obtain prior approval from the District Credit Card Program. For exception request, visit http://pcard.lausd.net .
Personal items or services;	Not allowable District purchases. If District funds are utilized, you may be subject to disciplinary action and termination from the Credit Card program.
Cash refunds for returned purchases;	
Gifts, donations or contributions to individuals or organizations	
Tuition payments;	Utilize tuition reimbursement form.
Medical services, medical drugs, pharmaceutical products or controlled substances;	Use SAP Shopping Cart if an approved District item, unless pre-approval obtained by the District Credit Card Program.
Firearms, ammunition, explosives or other items considered being dangerous;	
Parking fees, tickets or parking stickers and traffic tickets, tolls, violations and express lane fees,	P-Card and/or Travel Credit Card may not be used to pay for parking fees. If you are traveling, seek reimbursement by completing the Expense Claim Form and submitting to Accounts Payable.
Flowers	Use Requisition, unless instructional such as floricultural, horticultural programs, then may use P-Card.
Computers, CPU and laptops;	Place order through ITD website at http://achieve.lausd.net/Page/4635 and following procedures in Reference Guide REF-6277.2.
Microsoft software; Adobe software (excluding Primary Schools and Elementary Schools)	
Cell phones, pagers and associated service fees;	

Note: Some items on the Restricted Items List may be purchased with pre-approval from the P-Card Unit via the Exception Request Form.

P-CARD RESTRICTED ITEMS LIST

Computer software and related purchases	Purchases involving student information or access must use SAP Shopping Cart.
Video Game Systems (Wii, Xbox, Nintendo), Video Game accessories (games, memory, controllers), iPODs, iPOD Shuffles, iPad, iPhones and accessories	Use SAP Shopping Cart.
Surveillance Cameras	Use SAP Shopping Cart.
Large appliances such as refrigerators, ranges/ovens, washing machines, dryers, appliances	Use SAP Shopping Cart.
Parental charges including supplies, equipment, refreshments, instructional materials, travel, fuel or printing services	Contact Local District Parent & Community Engagement Office
Amazon Prime Membership, Costco Membership, Sam's Club Membership, etc.	These purchases/memberships are non-transferrable/require an individual set up the membership in order to use the service therefore it is impossible to separate District use from personal use thus making it prohibited.
iOS (iPad) mobile apps	The process for purchases these can be found at: http://achieve.lausd.net/Page/4543 .
Apple vouchers and Apps	Use SAP Shopping Cart.

Note: Some items on the Restricted Items List may be purchased with pre-approval from the P-Card Unit via the Exception Request Form.

PROCUREMENT SERVICES DIVISION

P-CARD AND TRAVEL UNIT

P-CARD AND T-CARD	
✓ DO'S	& ⊗ DON'TS
DO use the P-Card for appropriate District purchases that are not on the Restricted Items List, such as books (other than textbooks), classroom supplies, instructional materials, and conference registration fees.	DON'T use P-Card/T-Card to purchase gift cards .
DO participate in required annual P-Card/T-Card training and quiz recertification.	DON'T use P-Card/T-Card to purchase anything on the Restricted Items List. For example, NO Amazon Prime Membership, NO food/beverages (see P-Card website for the list: https://pcard.lausd.net).
DO attach receipts/invoices in PDF format to all P-Card and T-Card purchases. 100% receipt attachment is required.	DON'T split transactions to stay under your card limit.
DO get pre-approval for any purchase of a single item of \$500 or more and attach along with receipt(s) in SAP during reconciliation (see P-Card website for form: https://pcard.lausd.net).	DON'T EVER use the P-Card/T-Card for personal purchases. If an inadvertent/mistaken personal purchase occurs, have the purchase reversed by the vendor. If the purchase/charge cannot be reserved, contact the P-Card Unit immediately to arrange reimbursement to the District.
DO attach Approved Travel Request Notification (ATRN) during SAP reconciliation along with applicable receipt(s) (e.g., for T-Card attach ATRN and receipts for hotel/travel expenses; for P-Card attach ATRN and receipts for conference fees).	DON'T pay for conference registrations (P-Card) or Travel arrangements (T-Card) without first obtaining an Approved Travel Request Notification (ATRN).
DO attach the SPSA in addition to receipts and ATRNs, for all Title 1 Purchases on P-Card and T-Card.	DON'T forget to reconcile any Grant funded purchases before the grant expires.
DO attach copies of approved Field Trip forms in addition to receipts during reconciliation when the P-Card or T-Card is used for Field Trip expenses.	DON'T book directly with the hotel. Instead use a Third party booking site to ensure charges are prepaid before the traveler arrives at the hotel.
DO notify the P-Card Unit immediately when there are changes in approving officials or cardholders. Submit the Credit Card Update Form and applicable agreements (P-Card, T-Card, Toshiba Card).	DON'T let travelers take the T-Card with them or use the T-Card account number to pay for incidentals at the hotel. Travelers must take their own personal credit card to present to the hotel at check-in and personally pay for any of their own incidental charges they may incur (i.e., internet, room service, movies, etc.).
DO resolve incorrect charges with vendor. If the vendor is non-responsive or refuses to resolve the issue, contact Citibank to file a dispute within 60 days of the transaction date. Reconcile all credits and debits.	DON'T make parent purchases (unless the funding specifically allows for it AND a Credit Card Exception Request Form has been submitted and approved by the P-Card unit).
DO reconcile on a timely basis. SAP reconciliation for all transactions on the previous monthly billing cycle are due by the 18 th of the month and approval by the Principal in SAP by the 21 st of the month. For example, transactions made from Jan 4 th – Feb 3 rd will be due Feb 18 th .	DON'T allow others to make purchases with the P-Card to T-Card issued in your name.

Contact Us

P-Card and Travel Mainline (562) 654-9401

Procurement.traveldes@lausd.net

website: <https://pcard.lausd.net>



Los Angeles Unified School District
Procurement Services Division
Credit Card Program Unit

P-Card Pre-Approval Form

Required for purchases of a single item of
\$500 and over

Cardholder Name:		<i>P-Card purchases of a single item of \$500 and over should have the Principal/Administrator or Approving Official's signature prior to the purchase. During reconciliation in SAP attach this signed form to the transaction(s) for which it applies; one form may be used for multiple purchases/transactions.</i>
Location Name:		
Date:		

Requested By:	Description of item	Vendor Name	Single Item \$ Amt.	GL Account *	Fund	Functional Area	Cost Center No.

Signature of Administrator or P-Card Approving Official (AO)	Print Name of Administrator or AO	Date
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Commonly Used GL Accounts *

410010 Textbooks - General Purpose	430004 Reprographic Services
420010 Other Books - General Purpose	520002 Travel/Conference Attendance
420040 Other Books - Elementary	530001 Dues and Membership
430010 Instr Material-General Purpose	560011 Rental Of Equipment
440001 Non-Capitalized Equip-All Other	560005 Repair Of Equipment
430001 General Supplies	560006 Maintenance Of Equipment
430002 Advisory Committee Expenses	580002 Toshiba Copier Charges
430003 Maintenance/Operations-Supplies	580012 Contract Bus Services
* - GL Account is also known as Commitment Item	590001 Tel, Pager,Postage Fees



Travel and Conference Process for Schools -Determining When the Form 10.12.1 and SAP entry is required for school-based employees.

School Employee Travel Requirements			
SCHOOL EMPLOYEE TRAVELER	REQUESTING REIMBURSEMENT- DOCUMENTATION NEEDED	NOT REQUESTING REIMBURSEMENT - DOCUMENTATION NEEDED	APPROVAL/SIGNATURES NEEDED BY:
Attending a conference* at a non-District location (in-state)	Form 10.12.1 and SAP ENTRY	Form 10.12.1 and SAP ENTRY	✓ Principal ✓ LD Superintendent or Executive Directors for DACE and ECED employees
Attending a conference* at a non-District location (out-of-state/international)	Form 10.12.1 and SAP ENTRY	Form 10.12.1 and SAP ENTRY	✓ Principal ✓ LD Superintendent or Executive Directors for DACE and ECED employees ✓ Office of the Superintendent
Acting as Chaperone on District Approved Field Trip (in-state)	Form 10.12.1, SAP ENTRY, and follow approval process in Trip Handbook REF-2111.1	No SAP ENTRY, follow approval process in Field Trip Handbook REF-2111.1	✓ Principal ✓ LD Superintendent or Executive Directors for DACE and ECED employees ✓ Division of Risk Management
Acting as Chaperone on District Approved Field Trip (out-of-state/international)	Form 10.12.1, SAP ENTRY, and follow approval process in Trip Handbook REF-2111.1	No SAP ENTRY, follow approval process in Field Trip Handbook REF-2111.1	✓ Principal ✓ LD Superintendent or Executive Directors for DACE and ECED employees ✓ Office of Superintendent ✓ Division of Risk Management



Prepaid Expense Types and Payment Methods

PREPAID EXPENSE TYPE	PAYMENT METHOD			
	Self-Paid	T-Card	P-Card	Imprest Check, Shopping Cart
Fees for Conferences, Conventions, Meetings or Trainings	Allowed	Not Allowed	Allowed	Allowed
Airfare	Allowed	Allowed	P-Card Exception may be requested	Not Allowed
Hotel/ Lodging	Allowed	Allowed	P-Card Exception may be requested	Not Allowed
Car Rental	Allowed	Allowed	P-Card Exception may be requested	Not Allowed
Taxi/Uber/Lyft	Allowed	Not Allowed	Not Allowed	Not Allowed
Gasoline	Allowed for Rental Cars Only	Not Allowed	Not Allowed	Not Allowed
Tips	Not Allowed	Not Allowed	Not Allowed	Not Allowed

Self-paid

- Permitted self-paid expenses will be reimbursed through the employee's payroll as a non-taxable reimbursement.
- Gasoline for travel in personal cars, is provided only through mileage reimbursement.

T-Cards

- May be used for **pre-payment** of hotel/lodging. However, travelers are personally responsible for any incidental room charges and must provide their personal credit/debit card at check-in. Incidental room charges are costs of items and services that are not part of the main bill, such as internet, phone calls and room service.
- The T-Card is **NEVER** to be used for incidental room charges including those items for which the "per diem" allowance is intended to cover.

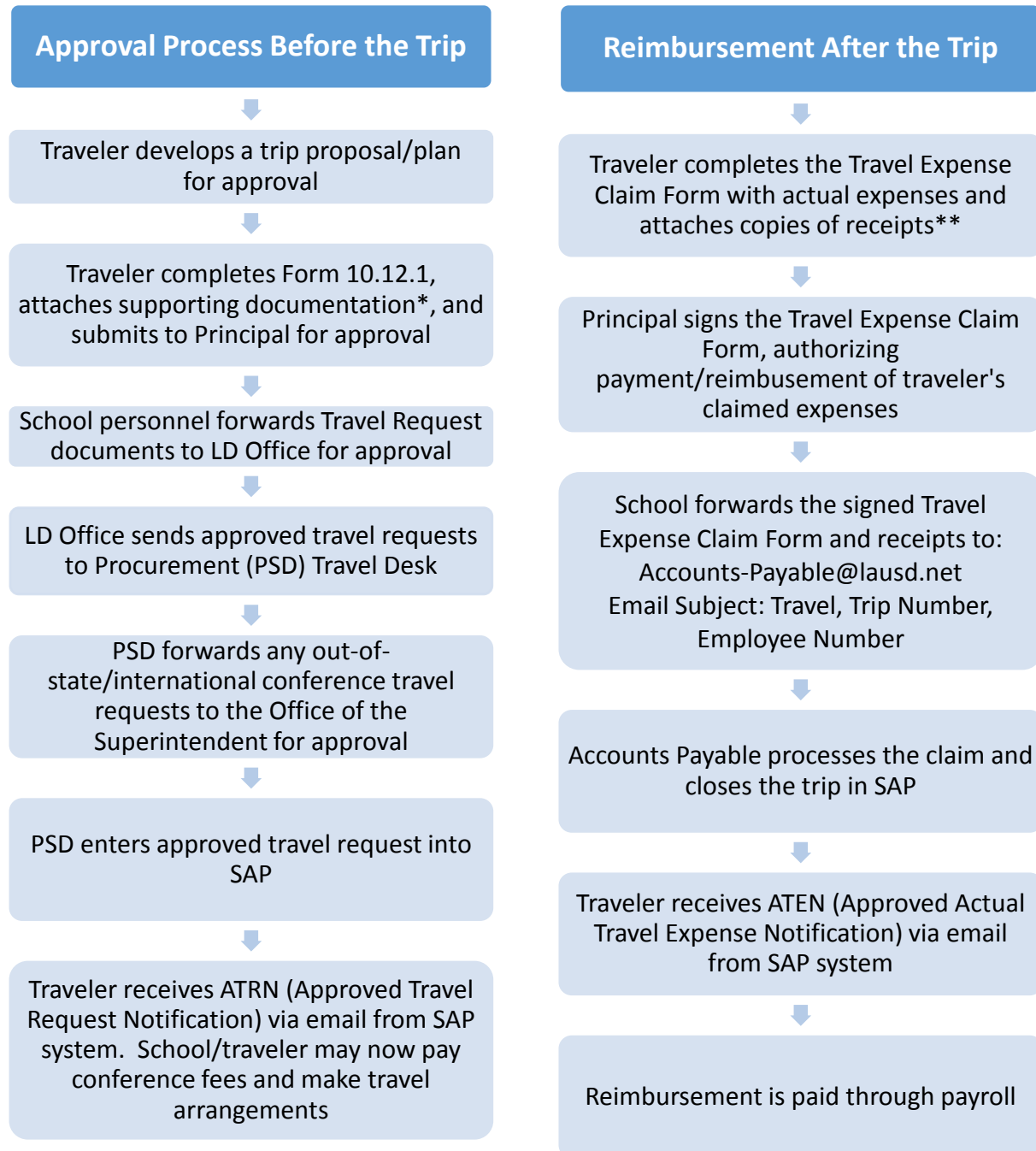
Rental Cars

- Must only be operated by the approved LAUSD traveler.

Note: Exception requests may be sent to the P-Card Unit to request using the P-Card or T-Card for "not allowed" expenses. Exception requests **must** be approved by the P-Card Unit prior to the charge/purchase. Submission of an Exception Request Form does not guarantee approval.



Overview of Travel Process for School Employees-



**Attach conference registration form (with date & price), Event Flyer, "Google Map" printout (if claiming mileage), and a print-out of the search for hotel/flight estimates.*

***The Travel Expense Claim Form must be sent to Accounts Payable even if the cost is \$0.*

Note: Confirm SAP reconciliation is complete for expenses paid with P-Card/T-Card, Imprest or PO