

**PROCUREMENT SERVICES DIVISION  
P-CARD AND TRAVEL UNIT**

<b>P-CARD AND T-CARD</b>	
<b>✓ DO'S</b>	<b>&amp; ⊗ DON'TS</b>
<b>DO</b> 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.	<b>DON'T</b> use P-Card/T-Card to purchase <b>gift cards</b> .
<b>DO</b> participate in required annual P-Card/T-Card training and quiz recertification.	<b>DON'T</b> use P-Card/T-Card to purchase anything on the Restricted Items List. For example, <b>NO</b> Amazon Prime Membership, <b>NO</b> food/beverages (see P-Card website for the list: <a href="https://pcard.lausd.net">https://pcard.lausd.net</a> ).
<b>DO</b> attach receipts/invoices in PDF format to all P-Card and T-Card purchases. 100% receipt attachment is required.	<b>DON'T</b> split transactions to stay under your card limit.
<b>DO</b> 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: <a href="https://pcard.lausd.net">https://pcard.lausd.net</a> ).	<b>DON'T EVER</b> 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 reversed, contact the P-Card Unit <b>immediately</b> to arrange reimbursement to the District.
<b>DO</b> 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).	<b>DON'T</b> pay for conference registrations (P-Card) or Travel arrangements (T-Card) without first obtaining an Approved Travel Request Notification (ATRN).
<b>DO</b> attach the SPSA in addition to receipts and ATRNs, for all Title 1 Purchases on P-Card and T-Card.	<b>DON'T</b> forget to reconcile any Grant funded purchases before the grant expires.
<b>DO</b> 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.	<b>DON'T</b> book directly with the hotel. Instead use a Third party booking site to ensure charges are prepaid before the traveler arrives at the hotel.
<b>DO</b> 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).	<b>DON'T</b> 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.).
<b>DO</b> resolve incorrect charges with vendor. If the vendor is nonresponsive or refuses to resolve the issue, contact US Bank to file a dispute within 60 days of the transaction date. Reconcile all credits and debits.	<b>DON'T</b> 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 15<sup>th</sup> of the month and approval by the Principal in SAP by the 21<sup>st</sup> of the month. For example, transactions made from October 26<sup>th</sup> –Nov 25<sup>th</sup> will be due Dec 15<sup>th</sup>.

**DON'T** allow others to make purchases with the P-Card to T-Card issued in your name.

### P-Card and Travel Unit Representatives

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