

# Procurement Services Division- P-Card Unit

Martha Viramontes- LD West P-Card Representative

# P-Card Unit



## Principal Changed locations?

Submit the Credit Card Update Form AND Agreement(s) to your P-Card Representative

## SAA Changed locations?

Close the old card and submit the new Credit Card Application Form AND Agreement(s) to your P-Card Representative

## On-Line Reconciliation

Remember Cardholder reconciles by the 18<sup>th</sup> and Approving Official (Principal) approves by 21<sup>st</sup>

RECONCILIATION DUE DATES FOR THE REMAINDER OF SY 20-21		
Billing Cycle	Reconciliation Due Date (Cardholder)	Approval Due Date (Principal)
10/4/20 - 11/3/20	11/18/2020	11/20/2020
11/4/20 - 12/3/20	12/18/2020	12/21/2020
12/4/20 - 01/03/21	1/18/2021	1/21/2020
01/04/21 - 02/03/21	2/18/2021	2/19/2021
02/04/21 - 03/03/21	3/18/2021	3/19/2021
03/04/21 - 04/03/21	4/16/2021	4/21/2021
04/04/21 - last day of purchasing (TBD)	TBD	TBD

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## Virtual Conferences

The current freeze on Travel and Conference Attendance does not include virtual conferences, webinars, or online training. The 10.12 .1 Conference Attendance Form is not needed for virtual conferences, webinars, or online training.

The P-Card may be used to pay for these on-line registration fees. If the cost is over the P-Card limit, please submit a Credit Card Exception Form to the P-Card Representative for your Local District.

*Note: If the virtual conference attendee self-pays the on-line registration fees, a 10.12.1 Form will be required to process the reimbursement request.*

## Home deliveries generally not allowed on P-Card

However, if due to COVID-19 there is a need to send purchases/items to teacher's homes, please contact your P-Card Representative

# P-Card Unit Contacts



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