PCard
Quick Reference

WHEN to Reconcile:

Best practice: Reconcile weekly

Cardholder – Previous month's transactions by 7th of month

Reviewer – Previous month's transactions by 12th of month

If either 7th or 12th falls on a weekend/holiday, the due date is the following Monday/day.

(**TIP**: Create a recurring monthly reminder in Google Calendar for 2 days prior to deadline)

See WORKS hyperlink on PPS PCard website:
https://payment2.works.com/works/home

HOW to Reconcile:

PCard 4-step Reconciliation Guide:
https://www.pps.net/Page/1344

1. **Scan** itemized receipts
2. **Upload itemized receipts** to transaction (no need for receipt date or comment)
3. **Update account code** for the transaction
4. **Sign off** with comment describing business purpose of purchase, including who, what, and why. Be sure to state if purchase was for students or staff

FLAGS:

Flagged transactions indicate that further action or documentation is required.

- **How do I know why the transaction is flagged?**
  Click on the + sign next to the PCard Auditor or Budget holder/Reviewer
- **What is my flag deadline?**
  Complete requested action before end of current month
- **Consequences for non-action?**
  Infraction applied to transaction

Using Another Dept/School's Funds:

1. **Obtain approval** from other department's budget holder
2. **Reconcile transaction** with your department default account code
3. **Submit an Account Code Change Request ticket** via the Support Portal in My.PPS
4. **Go to** *https://support.pps.net/support/home* Click on "Request New Services"
5. **Choose the credit card icon** "PCard Account Code Change Request"
6. **Complete all fields,** including account code requested and TXN numbers
7. **Attach approval email** from other budget holder to the ticket
8. **PCard will update the account code, close the ticket, and email you** when the account code is updated in WORKS

What is an Itemized Receipt?

Itemized receipts/invoices indicate what was purchased and are required for all purchases (except Level 3 vendors) and must include:

- **Vendor name**
- **Date**
- **Each item purchased with individual pricing** (including each food item if meal)
- **Quantity of each purchased**
- **Total amount** (must match that of transaction)

When do I NOT need a Receipt?

All PPS Private Marketplace vendors, credit transactions (refunds), local parking, international fees, and Level 3 vendors listed on the Works homepage who provide item detail.

Other Required Supporting Documentation:

Meals/refreshments for employee PD require an agenda indicating time/date/duration of meeting and a staff sign-in sheet. All transactions related to employee out of town travel require a copy of the Employee Pre-Travel Training Authorization (1st page only). Staff PD fund expenditures require a Pre-Travel Training Authorization, regardless of location of training, with employee PD fund confirmation from Travel Desk.

Technology and Digital Resources:

- Hardware & peripheral purchases must abide by the IT Purchasing standards lists. All purchases should start on the IT purchasing page here: *https://www.pps.net/Page/13815*
- Digital applications or online subscriptions/licenses must be approved by IT Learning Technologies prior to purchase. **See request form here:** *https://www.pps.net/Page/13815* Approval email must be uploaded to the transaction if allowable via PCard.

Online Shopping/Phone Apps:

PCards may never be used on a personal online account or personal phone apps. Always create a new, separate account for your department or school using a PPS email address, phone number and PPS physical address.

How Much Can I Spend?

- Standard Single transaction limit **$9,999.00**
- Standard Monthly Credit Limit: **$18,000.00**
- Contact **PCard@pps.net** to request increase if needed
- PPS Purchasing guidelines require competition for any total purchase of **$25,000** or more. This can be three quotes or other form of competition or rule exemption.

What can I buy with my PCard?

- Advertisements (i.e. bids, job ads)
- Art and craft supplies
- Books, games, & classroom activities
- Classroom supplies
- Decorations for student/community events
- Educational supplies (not related to PD)
- Employee travel & training expenses (pre-approved only)
- Fuel for PPS vehicles
- Gift cards to (1) meet the immediate needs of homeless students or (2) with pre-approval of CFO.
  - See Finance Gift Card Guidance: *https://www.pps.net/Domain/52*
- Health & hygiene supplies
- Hotel, catering, or space rental (HSC) contracts
- iTunes gift cards for **instructional use only**
- Lab supplies
- Library or reference materials
- Local parking
- Meals and refreshments in compliance with Board Policy 8.30.010-P and Administrative Directive 8.30.011-AD.
- Meals & Refreshments for:
  - Community and student events
  - Meals and refreshments for employees are highly regulated. Please review the Board AD.
- Office supplies
- Online digital resources and apps **with prior approval from IT Learning Technologies**
- Permits (Facilities & OSM only)
- Postage
- PPS Private Marketplace purchases
- Professional memberships and dues
- Shipping and mailing services
- Shop supplies
- Small equipment, parts and repairs
- Student field trips
- Student incentives/prizes less than $50
- Student travel (pre-approved only)
- Tips for food purchase
- Yearbooks

What can I NOT buy with my PCard?

- Alcohol and Tobacco
- Appliances w/out FAM prior approval
- Cash advances or cash in lieu of card refund
- Cellular phones or related monthly charges
- Any technology device without IT pre-approval. *https://www.pps.net/site/default.aspx?PageID=13815*
- Donations of District funds
- Fines, late fees, or penalties
- Fuel for personal vehicle
- Gift cards except to (1) meet the immediate needs of homeless students (2) otherwise with pre-approval of CFO
- Gifts for staff
- Medical drugs, pharmaceutical products, or controlled substances
- Medical services
- Order splitting into multiple transactions to avoid the PCard single transaction limit ($9,999) or to avoid the competitive bid threshold ($25,000+)
- Payment on a purchase order
- Payment on a District contract other than Hotel, Catering, or Space Rental (HCS) contracts or otherwise approved in advance by Purchasing & Contracting
- Personal staff items or services including:
  - Office coffee/water
  - Employee parties
  - Employee cards, gifts, flowers
  - Bills
  - Lunches
  - Tuition
  - Flowers
- Personal purchases of any type
- Professional services including construction, maintenance, and consultant services
- Recurring automatic transactions
- Reimbursement of employee out-of-pocket expenses
- Rewards cards & rebates
- Student incentives or prizes more than $50
- Towing, car parts, or services for personal vehicle
- Travel meals or employee group meals while on travel/training status
- Utility payments for families without prior CFO approval

For full descriptions and PCard policies, refer to the PCard Manual on the PCard website at:
https://www.pps.net/Page/1344

Reminder: Keep your card secure and do not share your PCard with any other staff members