

## PROCUREMENT SERVICES DIVISION P-CARD AND TRAVEL UNIT

<b>P-CARD AND T-CARD</b>	
<b>✓ DO'S</b>	<b>&amp; ⊗ DON'TS</b>
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 <b>gift cards</b> .
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: <a href="https://pcard.lausd.net">https://pcard.lausd.net</a> ).
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: <a href="https://pcard.lausd.net">https://pcard.lausd.net</a> ).	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 <b>immediately</b> 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 <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 Jan 4 <sup>th</sup> – Feb 3 <sup>rd</sup> will be due Feb 18 <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

LD Central:	Celia N. Lopez at <a href="mailto:Celia.Lopez@lausd.net">Celia.Lopez@lausd.net</a> (562) 654-9393
LD East:	Kitty Phan at <a href="mailto:Kitty.Phan@lausd.net">Kitty.Phan@lausd.net</a> (562)654-9062
LD Northeast:	Nohemi Flores-Escobar at <a href="mailto:Nohemi.Flores@lausd.net">Nohemi.Flores@lausd.net</a> (562) 654-9318
LD Northwest:	Raymond Wong at <a href="mailto:Raymond.Wong@lausd.net">Raymond.Wong@lausd.net</a> (562) 654-9061
LD West:	Ty Hong Ung at <a href="mailto:Tyhong.Ung@lausd.net">Tyhong.Ung@lausd.net</a> (562) 654-9060
LD South, Adult Schools, and Central Offices	Martha Viramontes at <a href="mailto:Martha.Viramontes@lausd.net">Martha.Viramontes@lausd.net</a> (562) 654-9428