

<p style="text-align: center;">P-Card Guidelines Prohibited Charges</p> <ul style="list-style-type: none"> Alcoholic beverages or any substance, material, or service which violates policy, law, or regulations pertaining to WWSD. Athletic Apparel and Equipment Capital Equipment (without prior approval) Cash advances Catering services Cell phones/pagers (without prior approval from the Business Office) Consultant/Contractual services, salaries/wages/benefits Curriculum materials (without prior Curriculum Department approval) Entertainment, gifts, donations 	<ul style="list-style-type: none"> Fuel for personal vehicle Furniture Gift certificates/cards Lodging arrangements with 3rd party vendors (card charges to 3rd party vendors, such as hotels.com, are prohibited) Meals (purchase of meals while in travel status is prohibited) Personal travel insurance Personal or other non-district purposes Room service/food charges Technology capital equipment (without prior approval from the Technology Department) <p style="text-align: center;"><u>If you are in doubt whether a purchase is acceptable, don't make it!</u></p>	<p style="text-align: center;">COMPLETING A PROCURMENT CARD TRANSACTION</p> <p>The card user is required to carry WWSD identification badge when using building/department procurement cards, because the back of the card says "See School District ID" in place of a signature.</p> <p>For face-to-face transactions, provide the vendor with your procurement card plastic.</p> <p>For telephone orders you must be able to secure an itemized receipt from the vendor the same day as the transaction. If the vendor cannot guarantee these criteria, you cannot complete the transaction.</p> <p>For internet orders: KNOW YOUR VENDOR. Inquire about return policy before ordering, and shop secure websites.</p> <p style="text-align: center;">MAKE SURE YOU CAN PRINT AN ITEMIZED RECEIPT WHEN ORDER IS COMPLETE.</p>
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<p style="text-align: center;">Walla Walla Public Schools P-Card Guidelines Out of Town Trips</p> <p>The card user is required to carry WWSD identification badge when using building/ department procurement cards, because the back of the card says "See School District ID" in place of a personal signature.</p> <p>All original, itemized receipts must be returned to the card custodian immediately upon return of the procurement card.</p> <p>Any receipts which include lodging charges that exceed the government rate must include a copy of the conference brochure or a statement that explains the reason for exceeding the rate. (See the district's Travel Planning Guidelines for more information, including government lodging rates.)</p>	<p style="text-align: center;">P-Card Guidelines Allowable Charges</p> <ul style="list-style-type: none"> • Travel Expenses including: Airfare, car rental (incl fuel), Taxi/Shuttle, Parking, Internet (district work related) • Lodging (contact the hotel directly. Procurement card charges to third party vendors, such as hotels.com are prohibited.) • Admissions to museums, theaters, science centers, plays, and cultural events (student field trips only). • Field trip expenses • Instructional materials, videos 	<ul style="list-style-type: none"> • Meals and refreshments for in-district meetings and training sessions directly related and/or associated with school district business (Purchase of meals while in travel status is prohibited.) (The meal costs may not exceed the per person per diem rate. For example, if the lunch per diem rate is \$14, then the lunch costs for a staff of five may not exceed \$70, including gratuity. Do not use contracted catering services.) • Memberships • Online conference registrations (Do not write procurement card number on registration forms to be mailed or faxed.) • Subscriptions • Supplies (classroom, office, meeting, general) • <u>Must obtain original ITEMIZED receipts.</u>
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