

## Pcard Reminders

<b>Named Cards</b>	\$2500 per transaction ("swipe of the card") Monthly Limit: \$5,000	
<b>School/Department Cards</b>	\$999.99 per transaction ("swipe of the card") Monthly Limit: \$5,000	No online or telephone orders with school/dept. cards
<b>Fixed Asset (Tangible Property)**</b>	A single item costing \$1000 or more	<b>**Not Allowed on Pcard</b>
<b>Equipment Limit (Objects 6420, 6440, 6490)</b>	\$499.99/each	Furniture, tools, printer, vacuum, lawn mower, musical instrument, etc.
<b>Site Licenses/Subscriptions (Object 3690)</b>	New purchase <b>OR</b> Renewal > > > > > >	Must have Uma's <b>AND</b> Purchasing's approval beforehand^^ (Only Two Exceptions: Raptor and Swank Movie Licensing) ^^When emailing for approval, clearly note what the approval is for in the Subject line (Example: Flocabulary Renewal)
<b>No On-site Services</b>	Exception: Carpet/VCT cleaning by District- contracted vendors	
<b>No Personal Items</b>	Example: Space heaters/fans, Tee shirts, etc.	Schools may use their Internal funds (PNT)
<b>No Gift Cards</b>		
<b>Food</b>	Allowable food purchases must state the event/reason on the receipt	
<b>Gasoline</b>	Must state purpose or SBAC vehicle #	Only for District-owned equipment and vehicles
<b>Travel</b>	Hotels / Registrations / Car Rental / Airlines*	Must include Approved leave forms *Approved Out-of-State travel form must also be included (approval from Superintendent's office)
<b>Multiple Invoices</b>	Reference total \$ amount on the first page: Can include a statement, adding machine tape, or handwritten listing (for ease of auditing)	All itemized invoices must be attached
<b>Approvals</b>	Anything requiring Title 1's, Uma's and/or Purchasing's approval must be attached	Please include the entire email thread which clearly references what is being approved
<b>Attachments</b>	All docs must be scanned as one PDF file	Need <b>itemized</b> receipts/invoices
<b>Sales Tax</b>	Schools: Code to PNT	Departments: Note the refund status on the receipt
<b>Descriptions, descriptions!</b>	If the itemization is not clear, a short description will make auditors happy.	