

Purchasing and Travel Charge Cards

The District recognizes that the use of Purchasing (P-Cards) and Travel charge cards is a customary business practice that reduces payment processing time, provides more purchasing flexibility and control to schools and departments, and reduces transaction handling costs. Accordingly, the District has authorized their use for district purchases, acquisitions, course registration, membership dues and approved travel.

Purchasing Limits - Spending limits for each card are established by the Superintendent or his/her designee and are based on amounts recommended by administrators and managers responsible for school and department budgets.

Distribution of the P-Cards - P-Cards may be issued in a variety of formats depending on the needs of the District which include:

- Department or school card available for check-out
- Named card assigned for use by one specific individual
- Travel card available for check out from the Business Office
- An individual project card with a set declining limit
- A single use account card for paying invoices

P- Card Rules and Expectations

- Individual named cards may not be shared with or used by others
- A department or school card checked out to an individual for a specific use may not be shared with or used by others
- Purchases must be made with the card in hand. Writing down or storing the card number in unauthorized ways may lead to the loss of card use privileges
- Each P-card holder will annually sign [a P-Card User Agreement Procedure 6212P Exhibit A](#) agreeing to the appropriate use of the P-Card. Employees may be held personally responsible for unallowable, unauthorized or unsubstantiated charges.
- Fraudulent charge(s) must be reported to Purchasing immediately at 425-456-4141 or via email at Purchasing@bsd405.org
- Lost or stolen cards must be reported to Purchasing immediately at 425-456-4141 or via email at Purchasing@bsd405.org
- Employees transferring to another school or department must notify Purchasing immediately and return the card if instructed. A new card may be authorized if applicable.
- Employees separating from the district must notify Purchasing immediately and return the card if instructed.
- P-cards must be returned upon demand at any time for any reason.
- Card users are required to provide original, detailed receipts of allowable purchases
- Card users or managers are responsible for weekly reporting per the District's schedule

Use of Charge Cards

The district has secured discount pricing with many online vendors such as Amazon Business, Staples Advantage and KCDA. For this reason, shoppers should not use non-business personal accounts when making online district purchases. Contact the Purchasing Department for log in information for established accounts.

BEWARE! Some purchases are NOT allowed by P-Card such as salaries and wages, personal services, alcohol, gifts and gift cards, cash advances, etc. – [see full list of non-allowable charges](#)

- Get approval from the person with budget authority prior to making a P-Card purchase
- ASB Council approval and minutes required when using ASB funds
- Check out a P-Card from the school or department office manager
- Read Policy and Procedure 6212 for P-Card guidelines prior to making a purchase
- Determine the best pricing for the item sought
- Swipe card or enter card number at check-out (for on-line purchases)
- Ensure the delivery is to a District facility
- Print or retain original detailed receipts
- Note the educational or business purpose of the purchase then sign and date the documentation
- Additional documentation (invoice or quote, food form, class lesson, etc.) may also be required. [See Documentation Requirements below](#)
- Return P-card and all original detailed receipts with any required documentation to the school or department card manager
- Card manager enters data into PaymentNet, such as account code, purpose, and sales tax status
- Card managers must complete and submit weekly report to Business Services per schedule

Allowable Purchases

District Funds should only be used to further the educational or business purpose of the District. The following purchases are allowable when consistent with other district policies. Purchases using federal or other grants funds may be more restrictive. Check with the grant program manager before making any purchase.

- Supplies, materials or services for educational or business purposes are subject to [Policy 6220](#) and [Procedure 6220P - Bid Requirements](#);
- Travel consistent with Policy and Procedure [6212 and 6212P – Purchasing Cards \(P-Cards\)](#) and [6213 and 6213P – Travel Authorization and Reimbursement](#);
- Equipment consistent with guidelines outlined in Policy and Procedure [6801 and 6801P - Capital Assets/Theft Sensitive Assets](#)
- Food subject to [Smart Snacks](#) guidelines, [Child Nutrition Policy & Procedure 6700](#), and [Staff Food Policy & Procedure 6240](#)

Non-Allowable Charges

The following purchases are NOT allowable. listed items are examples and not inclusive of all potential purchases.

- Gifts, gift certificates, or gift cards per Washington State Constitution Article VIII, Section 7
- Flowers as a gift
- Alcohol
- Food for meetings or events that are not beneficial to the operation of the district
- Cash advances
- Salaries and wages
- Items for personal use or non-district purposes
- Fuel for personal vehicle

- Gratuities in excess of reasonable and customary amounts
- Using a **P-Card** to send donations to charity
- Using a **P-Card** to pay for personal services, consultant agreements, or performance groups
- Using a **P-Card** for purchases of goods for which the district has a bid
- Using a **P-Card** for purchases for which the district has issued a purchase order, unless approved in advance by purchasing department
- Using a **P-Card** to pay for goods or services through on-line application software where required to store the card number on a personal device or computer (Uber, Lyft, etc.)

Documenting Purchases

Complete documentation must accompany all purchases or reimbursements – examples include:

- Invoices or Quotes
- [Requisition for Goods and Services Form](#)
- Contracts, MOU's, or Agreements as required ([see chart below](#))
- Detailed, original receipts
- Packing slips
- Food & Beverage Request Form. See [Policy & Procedure 6240](#)
- Lesson Plans when purchasing food for classroom purposes
- ASB Minutes documenting the approval of any purchase
- [Extended Field Trip form](#) for overnight trips involving students
- Prior Approval for Overnight Travel for staff traveling without students
- Prior Approval of Professional Growth Funds (Human Resources Form)
- Travel Summary for Approved Travel for documenting post-travel expenses and submitting a claim for reimbursement
- Other miscellaneous documentation such as e-mails, notes, or other relevant information regarding the purchase

Payment of the P-Card Bill

- Payment of the P-Card bills will be by District warrant or electronic funds transfer. All charges must be fully documented and supported by original receipts along with the charge slip.
- Documentation of charges is required within the deadlines established by the Business Office unless prior arrangements have been made.
- The District shall process all payments to the charge card vendor in accordance with its normal procedures.

Recourse for Disallowed Charges and Misuse of the P-Card

- Any disallowed charges or charges not properly documented shall be repaid by the official or employee by check to the school or district cashier immediately to the district
- The district has the right to withhold funds (through Payroll deduction) for any amount not substantiated or allowed by state or federal laws or school district policy

- Any official or employee who has been issued a P-Card shall not use the card if any disallowed charges are outstanding and shall surrender the card upon demand of the superintendent, or his/her designee.
- The district shall have unlimited authority to revoke the use of any P-card issued under RCW 42.24.115, and, upon such revocation order being delivered to the P-card company, shall not be liable for any costs
- Violations of the above conditions can result in the cancelation of the card. Misuse of the card can result in discipline and/or personal liability for the disallowed charges.

Delivery of Goods and Supplies

*All orders placed for goods or supplies (including online orders) using District funds whether by Purchase Order, District P-Card or personal funds **must be shipped to a District facility**. Violations could lead to the loss of P-Card or ordering privileges.*

Ship to:

- A school in the District
- The District Warehouse
- A department in the District
- The District PO Box (as allowable based on shipper's rules)
- The District Purchasing Office

DO NOT ship to:

- Staff home address
- Parent or student home address
- Off-site meeting facilities
- ANY non-district addresses

Deliveries may be held for pick up by district staff at the vendor will-call site in lieu of shipping.

If items are delivered to one district location and are needed at another, the items may be transported by a District staff member or sent via district mail between district locations.

Recording of Assets

Assets are recorded per policy and procedure 6801 P Capital Assets/Theft-Sensitive Assets in the Destiny Asset Tracker or other district approved tracking systems. Please contact the appropriate department when purchasing items such as (listed items are examples and not inclusive of all potential purchases):

Technology Department:

- Computers and personal devices
- Printers

- Cameras
- Drones
- Software licenses
- Video displays

Music Department:

- Musical Instruments
- Band uniforms

Curriculum Department:

- Books for classroom or library
- Manipulatives

Warehouse Department:

- Nutrition small wares used in district kitchens

Activities and Athletics Department:

- Sports equipment
- Sports uniforms
- Robots
- Other ASB equipment items

CTE Department:

- Items used in CTE classrooms not recorded elsewhere