LOS ANGELES UNIFIED SCHOOL DISTRICT
PROCUREMENT SERVICES – P-CARD UNIT
Cardholder and Approver Application, Agreement & Update Form

Request Type NEW:	☐	P-Card ($5,000/$40,000	☐	P-Card (2nd Cardholder)	☐	Toshiba
Request Type CHANGES:	☐	Change of Approver	☐	Cancel Card(s)	☐	Other

Section 1. Cardholder Information

Employee Name	Employee #	Email	Phone	Position

Section 2. Approving Official Information

Employee Name	Employee #	Email	Phone	Position

Section 3. Reconciler (only if other than cardholder) or Site Administrator (only if different from Approver)

Employee Name	Employee #	Email	Phone	Position
Select Applicable Box	Location	Cost Center (7 digit code)	Signature	Date
☐ Reconciler ☐ Site Admin				

Section 4. School/Department Information

School/Dept. Name	Address	City, State, Zip
Location (4 digit code)	Cost Center (7 digit code)	Region
		Choose from Dropdown

Section 5. Cardholder and Approver Agreement

By signing below, both the cardholder and approver acknowledge and agree to comply with all policies and procedures of the P-Card Program enumerated in the P-Card Bulletin, **BUL-100823.0** and **Travel Bulletin BUL-5525.4** as it relates to travel related purchases using the P-Card.

- ✓ We agree we have completed the P-Card online Training program and fully understand all P-Card policies and procedures.
- ✓ We will use the card only for **authorized items** and purchase only from **authorized merchants (e.g., only Charter buses on Transportation Service's approved charter bus list).**
- ✓ We will use the card for **official District business only** and NOT for any **personal purchases**
- ✓ We will **keep the card secure at all times**, and **immediately notify** the bank and the P-Card unit of loss, theft or fraudulent use of the card
- ✓ We acknowledge we could be held personally liable to the District for unauthorized use of the card, including but not limited to **prohibited items, personal expenses, over-limit transactions, or lending the card to others for any reason.**
- ✓ We will follow the reconciliation procedures found in the P-Card Bulletin, reconcile all transactions by the **30th of each month** for purchases made the previous month and monitor available fund balances **regardless of access to the online reconciliation system**. We understand it's recommended for cardholders to reconcile by the 15th to allow final approval by the 30th.
- ✓ As a **cardholder, I will upload and attach copy of receipt or invoice** detailing the purchase to the transaction record in SAP and include any required pre-approvals or documentation. As the **approving official, I will review** the appropriateness of receipts, pre-approval and/or documentation uploaded to each transaction prior to approving.
- ✓ We will utilize specially funded program funding lines (e.g., Title 1) exclusively for allowable expenditures as defined by applicable Federal Guidelines. In addition to submitting detailed receipts, we will upload the approved SPSA or other required documentation specific to the funding source during the reconciliation in SAP.
- ✓ We understand that we must **contact the P-Card unit** if there is a **change in cardholder or approver** at any time due to transferring to another location, separation from District employment, cancellation of card privileges or any leave of absence. We agree that the card will not be used if either the cardholder or approver are not in place.
- ✓ We understand that all purchases are subject to audit by the P-Card unit and/or Office of the Inspector General.
- ✓ We accept full fiduciary responsibility for all charges made using the P-Card(s) under our management. We understand that noncompliance may result in disciplinary action under District procedures including suspension, cancellation, or revocation of the P-Card(s), and may also lead to legal action in cases of unauthorized use or misuse of the card.

Cardholder Name (Print)	Cardholder Signature	Date
Approving Official Name (Print)	Approving Official Signature	Date