

What can be purchased with P-Cards?

Item/Service	Allowed on P-Card?	Pre-Approval Required?	Documentation Needed for Pre-approval	Documentation to Attach During Reconciliation in SAP
Meals and Refreshments	✔ Yes, if follows BUL-2188.2 Purchase of Meals	✔ Yes, if vendor will be onsite must have Risk Management approval (e.g., insurance, fingerprinting)	Follow BUL-2188.2 Purchase of Meals . For food vendors coming on campus (i.e., food trucks, caterers), Risk Mgmt approval required before purchasing.	Itemized receipt/invoice, event info/Agenda, recipients, appropriate Funding Line. Upload any Risk Management approval for vendors coming on site.
Field Trips(Admissions, Charter buses, airfare,hotel)	✔ Yes (Field trip guide)	✔ Yes, approval in iFieldtrip system	iFieldtrip approval screenshot, itemized Receipt, Charter busses must be on Transportation Div.'s "Approved Charter Bus List"	iFieldtrip approval screenshot, Itemized receipt/invoice, SPSA form if Title I funds
Travel (airfare, hotel)	✔ Yes, if follows BUL-5525.4	✔ Yes, approval in Concur	Concur approval screenshot, Receipts, G/L 520002 Funding Line	Attach Concur approval email or screenshot, Itemized receipt/invoice, SPSA form if Title I funds
Computers, laptops, tablets	✘ No	⊘ Not Allowed, use Ariba PR to purchase	N/A	N/A
Technology(software, smartboard, item w/WI-FI or Bluetooth capabilities)	✔ Yes, with ITS approval	✔ Yes, ITS PoDS/UDI PP, Tech. Review Request(TRR) approval	Provide PODS(UDI PP) and or TRR approval to P-Card Rep and MCC will be opened temporarily	Approved TRR (if applicable), Itemized receipt/invoice
Gift Cards	✔ Yes, but only if District program or grant specifically states is allowed	✔ Yes, Exception Request Form approval	Only if District program or grant specifically states is allowed and Exception form	Itemized receipt/invoice, gift card issuance log

What can be purchased with P-Cards?(cont'd)

Item/Service	Allowed on P-Card?	Pre-Approval Required?	Documentation Needed for Pre-approval	Documentation to Attach During Reconciliation in SAP
Parent Conference or Travel Expenses	✅ Yes, if follows BUL-6748.2 Parent Conference Attendance	✅ Yes, per BUL-6748.2	Parent Travel Request Form signed by Principal and Parent Community Branch	Approved Parent Travel Request Form, itemized receipt/invoice
Awards & Incentives	✅ Yes if District program or IOC specifically states is allowed	District has set limit to \$40. (Board Rule 1271)		Itemized receipt/invoice
Video Game Systems (Wii, Playstation, Xbox, Nintendo)	✅ Yes , if District program (e.g.,eSports) or grant specifically states allowed	✅ Yes, ITS PoDs (UDIPP), TRR approvals	Provide PoDS (UDIPP) and or TRR approval to P-Card Rep and MCC will be opened temporarily	Approved TRR (if applicable), itemized receipt/invoice
Classroom or Office Supplies	✅ Yes	❌ No pre-approval (if general)		Itemized receipt/invoice
Membership Fees	✅ Yes(excluding Costco, Sam's Club or Amazon Prime)	❌ No pre-approval- BUT prohibited for Costco, Sam's Club or Amazon Prime		Itemized receipt/invoice
Equipment Repair Services	✅ Yes	✅ Yes, IF on school site, repairs/services must have Risk Management approval		For school site repairs/services include Risk Management approval, itemized receipt/invoice