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-2188.3 Purchase of Meals	✅ Yes, if vendor will be onsite must have Risk Management approval (e.g.,insurance, fingerprinting)	Follow BUL-2188.3 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/sign-in sheet, appropriate Funding Line. Upload any Risk Management approval for vendors coming on site. If using donation funds, upload copy of donation letter.
Field Trips(Admissions, Charter buses, airfare,hotel)	✅ Yes (Field trip guide)	✅ Yes, approval in iFieldtrip system	Fieldtrip System approval Screenshot, itemized Receipt, Charter buses must be on the Transportation Div.'s "Approved Charter Bus List"	Fieldtrip System 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/UDIPP, Tech. Review Request(TRR) approval	Provide PODS(UDIPP) and or TRR approval to P-Card Rep and MCC will be opened temporarily. For Supplemental Digital Instructional tools, provide approval from DOI.	Approved TRR (if applicable) or UDIPP approval, Itemized receipt/invoice, LAUSD Unified Digital Instructional Procurement Plan
Gift Cards	✅ Yes, but only if District program or grant states are allowed	✅ Yes, Exception Request Form approval	Only if District program or grant states are allowed and an Exception form	Itemized receipt/invoice, gift card issuance log

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 states is allowed	District has set limit to $40. (Board Rule 1271)		Itemized receipt/invoice. If using donation funds, upload a copy of the donation letter.
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 to temp. open the MCC. Check available products at LAUSD Unified Digital Instructional Procurement Plan	Approved TRR (if applicable) or screenshot of PODS approval, itemized receipt/invoice.
Classroom/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 or General 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
Equipment & Chemical Purchases	✅ Yes	✅ Yes, equipment (leaf blowers, wet/dry vacuums, power equip., etc.) require pre-approval from OEHS. Chemicals must be on the OEHS pre-approved list(s).		Upload copy of OEHS approval.

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