

TITLE: Procedures and Use for District Purchasing
Credit Card (P-Card)

NUMBER: REF-104140

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DATE: September 28, 2026

DUE DATE: Not Applicable

PURPOSE: This reference guide outlines updated procedures and expectations for proper use of the District's P-Card, providing guidance for Cardholders and Approving Officials in accordance with [BUL-100823.0 District Policy and Procedures for District Purchasing Credit Card \(P-Card\)](#).

MAJOR CHANGES: This reference guide supplements information outlined in BUL-100823.0. Consistent with prior limits, the P-Card single transaction limit has been restored to \$5,000 along with the monthly cycle limit of \$40,000 for sites with one cardholder and \$20,000 per cardholder for sites with two cardholders, subject to the site's available funding.

Additional guidance has been added outlining the required documentation for allowable food-related purchases at the time of reconciliation.

Additional guidance on remediation and corrective steps has been added to support proportionate and constructive responses to instances of policy noncompliance.

Responsibility and accountability remain with the Administrator, cardholder, and Approving Official to purchase within their budget and in compliance with the District's P-Card policy.

ROUTING

All Employees
All Locations

INSTRUCTIONS: The following instructions are provided:

Spending Limits Restored to Prior Limits:

The P-Card single transaction limit is \$5,000. The monthly cycle limit is \$40,000 for sites with one cardholder and \$20,000 per cardholder for sites with two cardholders, subject to the site's available funding.

Food Purchase Documentation Requirements:

Purchases of meals, refreshments, or food must be for a District-approved business purpose and comply with applicable District policy.

At the time of reconciliation, the Cardholder must upload:

- Itemized receipt(s)
- Supporting documentation, as applicable, including but not limited to event flyers, agendas, meeting notices, calendar invitations, sign-in sheets, attendee lists, email communications, approval documentation, or other records that support the business purpose of the purchase
- Any additional documentation required under [BUL-2188.3 – Purchase of Meals/Refreshments/Food](#)

Note: Purchases of meals, refreshments, and food are allowable only when they comply with the requirements of [BUL-2188.3 – Purchase of Meals/Refreshments/Food](#).

Consequences for Violation of P-Card Policy and Procedures:

Participation in the District's Credit Card Program is a **granted authorization** that may be revoked due to abuse, fraud, or violation of District policy and procedures.

The following are examples of prohibited actions related to the use of a P-Card. Any such actions, including but not limited to those listed below, may result in suspension of the P-Card, termination of the P-Card account, and/or restitution to reimburse the District for any improper expenditures, depending on the nature and severity of the violation.

- Unauthorized purchase of restricted or prohibited items
- Unofficial/Unauthorized use of P-Card
- Failure to reconcile P-Card transactions (Cardholder) or review and approve reconciled transactions (Approving Official) by the 30th day of the month following the month in which the transaction occurred (e.g., purchases with transaction dates in August must be reconciled and approved by September 30)

- Failure to respond to requests for auditing and internal control verification
- Failure to complete required refresher training
- Failure to fulfill duties as a Cardholder and/or Approving Official
- Failure to notify the Credit Card Unit of Cardholder/Approving Official location changes or separation from the District

The P-Card Unit may implement remedial or administrative measures based on the nature, severity, frequency, and circumstances of policy noncompliance.

Measures may include, but are not limited to:

- Issuance of P-Card Policy Warning or Violation notices
- Required refresher training, coaching, or other remedial measures
- Notification to Region Offices or Central Office Divisions, supervisors, or management, as appropriate
- Enhanced monitoring or review of P-Card activity
- Temporary suspension of P-Card privileges
- Revocation of P-Card privileges
- Significant, intentional, or repeated violations may warrant immediate suspension or revocation of P-Card privileges without prior corrective steps.

**RELATED
RESOURCES:**

For a list of P-Card representatives by Region, forms, and additional information, please visit the P-Card website at <https://procurement.lausd.org/apps/pages/Credit-Card-Unit>

Training resources available at [District P-Card website](#), including quick reference guides and job aids for Reconcilers, Approvers and reporting, and receipt attachment procedures.

ASSISTANCE:

Procurement Services Department
Credit Card Unit: (562) 654-9401 or for specific points of contact visit: <https://procurement.lausd.org/apps/pages/Credit-Card-Unit>

U.S. Bank Customer Service
(877) 887-9260