

Authorized P-Card Holders and Limits:

Elementary Schools (note 1) Limited to up to 3 cards per school	Middle Schools (note 2) Limited to up to 7 cards per school	High Schools Limited to up to 20 cards per school
Principal Assistant Principal Lead Administrative Assistant	Principal Assistant Principals Lead Administrative Assistant Head Media Specialist Head Counselor Head FACS Teacher (note 3) Head Office Assistant Over Purchasing Department Chairs (note 6)	Principal Assistant Principals Lead Administrative Assistant Head Media Specialist Head Counselor Head FACS Teacher (note 3) Head Office Assistant Over Purchasing CTE Coordinator (note 4) Head Daycare Coordinator Head Preschool Coordinator Head School/Student Store Coordinator (note 5) Head SBO Advisor Department Chairs (note 6)

1 - Includes Kauri Sue Hamilton School, South Valley School, and Rivers Edge School

2 - Includes JATC North, JATC South, and Valley High School

3 - Submits the monthly report to the CTE Coordinator who will submit to the Director of CTE.

This P-Card eliminates the need for credit accounts at grocery stores. As such, credit accounts at grocery stores should not exist.

If student foods fee balances remain at the school, the school will issue a check to the District covering the monthly purchases.

If multiple foods teachers shop regularly, the Principal and CTE Coordinator should collaborate on who receives the P-Card.

4 - The CTE Coordinator will submit the monthly report to the Director of CTE, not the school Principal.

5 - Not a student.

6 - Examples of a department chairs include: Athletic Director, but not coaches; Science Department Chair, but not chemistry teacher.

If a department chair changes, the old chair will need to turn in her/his P-Card and a new P-Card could be requested for the new chair.