

Intradistrict Communication

Date: March 4, 2020

To: All School Administrators
All School Lead Administrative Assistants

From: John Larsen, Business Administrator
Kurt Prusse, Director of Purchasing
Dan Ellis, Director of Accounting

Subject: **School P-Card Authorization and Distribution**

With more and more schools transitioning away from checkbooks to the consolidated financial system, we are pleased to expand the P-Card (procurement or purchasing card) option to more positions at schools.

The next page lists all school positions now authorized to have a P-Card and the allotted number of cards per school. The Principal, in consultation with the Lead Administrative Assistant, should determine who receives the allotment of cards among the positions listed. Just because a position is listed does not mean the person should receive a P-Card.

Although many would like to have P-Cards, it is simply not prudent to distribute large quantities of them. Therefore, we are targeting those positions we feel will benefit everyone the most (i.e. those making large numbers of small purchases throughout a year). Purchase Orders, NPOs, and reimbursing employees remains the better option instead of infrequent, irregular use of a P-Card.

This remains an optional program. If these positions do not need or want a P-Card, that is fine. Additionally, receiving a P-Card is a privilege not a right. If a supervisor, Accounting, or Purchasing feel the P-Card is being misused or that P-Card rules are not being followed, it can be revoked.

Thank you for your support, understanding, and assistance in this effort. If you have any questions or concerns, please call Kurt (x88701), Dan (x88389) or John (x88148).