



PURCHASING GUIDELINES

Guidelines Updated June 12, 2025

DISTRICT FUNDS or SCHOOL FUNDS

PCARDS

Key Guidelines

Designed for small-dollar purchases to increase efficiency and reduce costs. Not to bypass established purchasing/payment procedures.

Cardholder Rules	Purchase Approvals	Contacts
<ul style="list-style-type: none"> The card is issued in <i>your name</i> and you are responsible for purchases made with it, and is not to be shared or loaned out. Splitting transactions to avoid the limit is prohibited. Ask vendors to remove sales tax (District is tax exempt). Submit receipts in statement order (itemized required for ALL purchases). Complete reconciliation by 15th; submit to supervisor. 	<ul style="list-style-type: none"> Technology: Must be reviewed/approved by Information Technology. Curriculum: Must be reviewed/approved by Instructional Support. Music Equipment: Must be reviewed/approved by Instructional Support Music Specialist. Library/Media: Must be reviewed/approved by Instructional Support Library Specialist. Large equipment/anything requiring power: Subject to review and approval by Facilities. 	<ul style="list-style-type: none"> Report lost/stolen cards or fraud immediately to: U.S. Bank Customer Service: 1-800-344-5696 District Program Administrator: Rachel Blackburn
3-Strike Rule <ul style="list-style-type: none"> Improper use = infractions recorded. Repeated violations may lead to cancellation, disciplinary action, or termination. 		