



PortlandPublicSchools

P-CardManual

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CARDHOLDER RESPONSIBILITIES

As a cardholder, you have the following responsibilities:

- Read and understand this manual in its entirety.
- Be responsible for appropriately spending District money and controlling your account as a steward of the public trust.
- Make purchases with the card in compliance with the requirements of this manual, PPS Public Contracting Rules, Board Policies and Administrative Directives
- Retain documents and itemized receipts as necessary and provide documents when requested.
- Reconcile your PCard transactions in a timely and complete manner (er)]TJ 5]

- PPS Private Marketplace purchases
- Professional memberships and dues
- Shipping and mailing services
- Shop supplies
- Small equipment, parts, and minor repairs
- Student field trips/activities (e.g. OMSI, the zoo, Chinese Garden, Oaks Park) no signed contract is required by the vendor, (2) a District Master Contract specifically allows PCard use. See Appendix A for Field Trip process.
- Student incentives and prizes less than \$50
- Student travel –Contact the Travel Desk prior to booking hotel and transportation
- Tips for food purchases
- Yearbooks

UNACCEPTABLE USE

Purchases made with your PCard must be for legitimate District business and support our educational mission. The following are examples of prohibited purchases, which require employee reimbursement

- Alcohol and Tobacco
- Appliances (e.g. heaters, refrigerators, microwaves) unless prior approval obtained from Facilities
- Cash advances or cash in lieu of card refund
- Cellular phones and related monthly charges
- Computer hardware unless prior written approval obtained from Purchasing (purchasing@pps.net) or on the IT standards list

Examples of prohibited purchases without IT approval

- iPads
- Chromebooks
- Tablets
- Docking stations
- Monitors
- Televisions
- Document Cameras
- Cell phones
- Laptops
- Projectors
- Printers
- Donations of District funds
- Fines, late fees or penalties
- Fuel for personal vehicle
- Gift cards for students, employees, or families from any funding source
 - Exceptions: Gift cards to (1) meet the immediate needs of homeless student (2) with pre approval by the CFO
- Gifts for staff
- Medical drugs, pharmaceutical products or controlled substances
- Medical services

- Order splitting into multiple transactions to avoid the PCard single transaction limit (\$9,999) to avoid the competitive bid threshold
- Payment on a Purchase Order
- Payment on any existing District contract, Memorandum of Understanding, Intergovernmental Agreement or other District agreement unless prior approval obtained from Purchasing & Contracting or as noted in the PCard Manual or Purchasing & Contracting Website
 - Exception: Hotel/Catering/Space Rental contracts must be signed by Purchasing & Contracting
- Personal items or services
- Personal staff expenses
 - Office coffee/water
 - Employee parties, cards, gifts, etc.
 - Lunches/meals
 - Bills
 - Tuition
 - Flowers
 - Examples:
 - Congratulations
 - Bereavement
 - Retirement/farewell
 - Holiday parties
 - Other non-student events
- Professional services, construction services, maintenance services, consultant services
 - Except with prior approval of Purchasing & Contracting
- Recurring transactions (e.g. automatic annual renewals, monthly services, subscriptions) unless approved by Purchasing & Contracting
- Reimbursement of employee out-of-pocket expenses
- Rewards cards & rebates
 - Do not use personal rewards cards or rebate programs when using PCard

- Please note that the allowed use of PCards to make contract payments pertains to Hotel/Catering/Sp Rental contracts only and not Personal Services contracts or other kinds of contracts unless approved by Purchasing & Contracting.
 - Catering- if there will be student interaction with onsite catering, you must have a contract. For example, food trucks where the District is paying for the food.

GRANT FUNDED PURCHASES

If you are unsure whether the expense is allowed under the grant being charged, contact Grant Accounting.

FEDERAL GRANTS

Under the federal Uniform Guidance, applicable RFQs of February 2024 purchases of \$1,001-\$250,000 must be solicited by competitive quotes or informal request for proposals.

For purchases over \$10,000 using federal funds, either the quotations or proposals received or a bid tab form tabulating quotations received, must be attached in Works with the receipt and other reconciliation documents.

For additional details, please see the Solicitation Dollar Threshold Chart on the Purchasing & Contracting website.

RECONCILIATION

An itemized receipt contains five components:

- 1) Vendor Name
 - 2) Date of purchase
 - 3) Each item purchased with individual pricing
 - 4) Quantity of each purchased
 - 5) Total purchase amount
- Original receipts must be scanned and attached to the corresponding transaction in Works. See Four Step Reconciliation Process Cardholder on the PCard website. The dollar amount of the receipt or invoice must match the amount of the transaction. Packing slips and quotations are not considered a valid receipt or invoice.

HINT: If you have lost a receipt or never obtained a receipt from vendors such as hotels, restaurants, grocery stores, and retail stores are often able to recreate a receipt. You can also take a photo of your receipt to ensure it is legible and upload to Works.

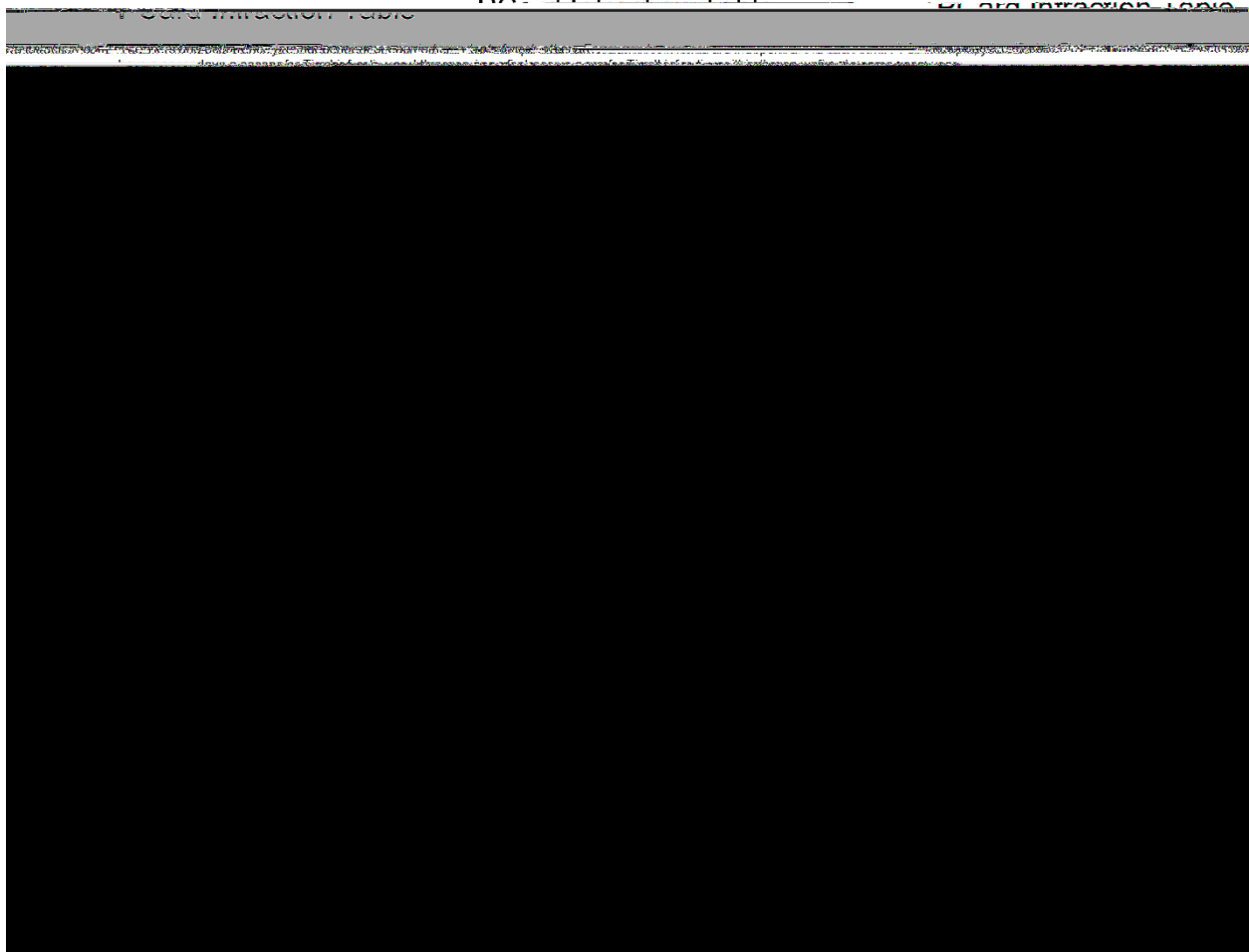
REQUIRED ADDITIONAL DOCUMENTATION

- All Travel related purchases outside the Portland Metro area must have an itemized receipt and the signed and approved Travel Training Authorization form attached to the transaction.
- All represented employee negotiated training, regardless of location, requires a signed Travel Training Authorization with confirmation from the Travel Director of employee's PD training funds.
- All grant funded employee training, regardless of location, must have a grant approved Travel Training Authorization attached to the transaction.
- All employee related food/refreshment purchases must follow PPS Board Administrative Directive 8.30.011AD and have the event agenda with times/dates/duration indicated and the staff sign in attached to the transaction.
- Food purchases using grant funds require a flyer/agenda and sign in sheet for any population including students, families and community members.

LEVEL 3 VENDORS

Level 3 Vendors are vendors that provide (l)-01 (l)g)-6 (r)94 0 Td 11 ()TJ -2.1 (or (s)10.4EMC -3.1)9.1 (s)A7lvi(,)Tj -6.1 (a

INFRACTION TABLE DESCRIPTION



The PCard Manager retains the right to review and absolve infractions depending upon the situation. A larger version of this chart can be found on the PCard website.

FRAUD AND ABUSE

FRAUD

Definition of Fraud: A dishonest and deliberate course of action that results in the obtaining of money, property, or an advantage to which employees or an official committing the action would not normally be entitled. Intentional misleading or deceitful conduct that deprives the District of its resources or rights.

Examples:

- Theft or misuse of money, equipment, supplies or other materials
- Use of District equipment or property for personal gain
- Submitting false claims for reimbursements

