



Mid-Valley Special Education Cooperative

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Hello Everyone,

I'd like to take this opportunity to send each of you the Cardholder's Manual for use with Mid-Valley's P-Cards. Please take a moment to familiarize yourself with the procedures for use of the cards.

As a reminder, the following procedures are essential for continued authorization to use the P-Cards.

1. ALL P-card purchases corresponding to the monthly statement should be itemized on the P-Card Expense Record with the *date, account number, vendor name, and reason for the expense*. The P-Card Expense Record is to be completed and then turned in to the Business Office each month with itemized receipts attached. It is very important that the receipts are itemized so we can verify appropriate use of the card if requested.
2. P-cards may only be used to make qualified purchases as stated in Section 2.2 of the P-Card manual. In general, P-cards are to be used for travel related expenditures, *supplies (if vendors don't accept purchase orders)*, and miscellaneous small purchases.
3. ALL purchases require pre-approval. Please be sure to verify appropriate budgeted funds and that you have the appropriate approval prior to making any purchases. It is dangerously easy to exceed the budget when using P-cards since the expenses will not show up posted to your accounts until approximately 1 ½ months after the purchases.
4. The prohibited list of purchases in Section 2.3 of the manual is not an exclusive list, but rather examples of absolutely prohibited expenditures and should be used as a guide. The purchase of gifts of any kind, **including gift cards**, is strictly prohibited.
5. Please be sure to remind the vendors of Mid-Valley's tax exempt status when making purchases so that we are not charged tax. The tax exempt number is printed on your P-card. A tax exempt authorization letter is on file at the Admin. Offices.
6. Splitting purchases between one or more cards in order to get around the purchasing limits is strictly prohibited. If you experience a balance limitation, please discuss the situation with me.

Thank you for your cooperation with these procedures. Feel free to call me if you have any questions

Nancy

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