

Mid-Valley Special Education Cooperative

Additional P-Card Procedures

1. Only use the P-card for necessary purchases.
2. After the 5th of the month, the Business Office will send each card-holder the statement for purchases of that month.
3. All P-Card Expense Reports must be completed and turned in to the Administrative Assistant for Business by the 15th of every month. This will allow her one week to process the information before the pay date of the 26th of each month.
4. Each row of the Expense Report must be completed. It is best to indicate the line-item code. If unknown, indicate the purpose of the purchase. In addition, please indicate the program for which the program is used, (e.g., ALOP, New Directions, Safe Schools, New Pathways, Professional Development, Business Services, etc.). There is no need to indicate elementary or secondary.
5. Each purchase on the Expense Report must be accompanied by a receipt and should be stapled to the report. If ordering online (ex.: Amazon), print out a receipt when ordering and attach it to the P-Card expense report. It is best if the purpose of the purchase is also written on the receipt.
6. If there is not a receipt, the purchaser is responsible for obtaining the receipt. If the receipt is not turned in, the purchaser will be responsible for paying the amount of the purchase. The purchaser may also lose the privilege of using the p-card.
7. For department card purchases, the staff member must check out the card from the administrator. After administrator approval, the administrator will record who signed-out the card using the P-Card Sign-Out Form. The card (and receipt) will be returned to the administrator. Upon return, the record will be updated.
8. The cardholder must sign-off on the Expense Report.
 - a. The immediate supervisor should sign as the Administrator for the Administrative Assistant or secretaries' card.
 - b. All other administrators sign as the card holder and the Business Officer signs as the Administrator.
 - c. The Director of Professional Development should sign off as the administrator for professional development purchases.
 - d. The Instructional Facilitator should create separate records for her purchases and have the appropriate administrator sign off. For the cooperative-wide instructional budget, the immediate supervisor signs as the Administrator.
 - e. The Executive Director signs for the Business Officer's purchases.
 - f. The Business Officer may also sign the Expense Reports as a second administrator, if necessary.

9. When an administrator makes purchases on their assigned p-card, the administrator should sign as card-holder. The Business Officer will sign as Administrator.
10. For all purchases using p-cards, the administrator should make sure all the lines are complete, receipts are attached.
11. Purchases made before the 5th of the month will be paid on the 26th of the same month.
Purchases made after the 5th will be paid on the 26th of the following month.

11-28-16