

OBTAINING AN INTERNAL ACCOUNTS P-CARD

Each school is authorized to obtain a maximum of 4 Internal Accounts P-Cards - one Internal Accounts Travel P-Card and up to three Internal Accounts Miscellaneous P-Cards.

The principal must complete the appropriate application and forward it to the District purchasing department for processing. The principal is responsible for ensuring that all staff members who will be authorized to use the IA-P-Card have read the District policies and procedures governing the use of the card and have signed a log evidencing their understanding of these requirements (IA P-Card Policy Acknowledgement Log). The log should be updated on an annual basis and maintained with the school's internal accounts records.