

PRIOR AUTHORIZATION PROCESS

Staff members requesting use of the IA P-Card must complete and submit the Internal Accounts Purchasing Card Requisition Form to the principal and the SFA to obtain prior approval for IA P-Card purchases. An internal accounts purchase order is not required for IA P-Card transactions.

The SFA's signature provides evidence that funds are available to initiate the purchase and the principal's signature serves as authorization to make a purchase. Upon completion and approval of the required forms, the employee may complete the steps necessary to purchase all prior approved items.

IA Travel P-Card

The IA Travel P-Card cannot be checked out by school employees. The card should be assigned to the employee designated by the principal to process travel arrangements funded through the school's internal accounts. The principal's designee should maintain custody of the IA Travel P-Card at all times. The principal's designee should work in conjunction with the employee who initiated the IA P-Card requisition form to make the travel arrangements. Travel arrangements are often secured using the IA Travel P-Card via phone or internet. The IA Travel P-Card should not accompany the employee initiating the request during travel. The individual traveling should have a copy of the front and back of the IA Travel P-Card and of the District's tax exemption certificate available for review by the hotel during travel if requested.

IA Miscellaneous P-Card

The employee initiating the IA P-Card Requisition Form must sign the log evidencing receipt of the IA P-Card. The employee has 24 hours to complete the purchase of the approved items and return the IA P-Card and receipts to the SFA. The employee must complete the log indicating return of the IA P-Card. The principal may authorize use of the IA P-Card for timeframes in excess of 24 hours when it's necessary for the employee to make purchases over the weekend or over extended periods of time due to school related travel that will keep the employee away from the school site for more the 24 hours.

IA P-Card Requisition Forms are to be maintained as a part of the school's internal accounts records.

A sample Internal Accounts Purchasing Card Requisition Form can be found in the Appendix.