

Washougal School District 2016-17 P-Card Procedures

Starting this year (2016-17) we are looking to reduce the time needed to process the one-time purchases of \$200 or less by not creating POs for them and allowing these purchases to be put on your P-cards. To facilitate the increased number of purchases we are increasing credit limits on various cards to meet the needs of each building and/or department.

Please review the following procedures; some are a reminder of procedures you already have in place, some may be new. Thank you for your diligent attention to detail that keeps this process running smooth and on track. If you have any questions please call/email me.

Checking out a P-Card

- Memorandum of Understanding for Procurement Cards (MOA) needs to be filled out by the person checking the card out. (document attached to email)
- If it's the person's first time using the P-card make sure they read the conditions of use on the MOA so they know exactly what is expected regarding acceptable purchases and their responsibility for paperwork.
- When the purchase has been made the card is returned with the original receipt as soon as possible.
- The receipt needs to have a description of the items purchased printed on it or an accompanying invoice. This answers auditors' questions about appropriate spending up front.
- You can set the number of days or hours from when a request is made to the time the user checks the card out to make a purchase. Balance of your workflow and our holistic goal of reducing the time it takes to process purchases.

Credit Card Use Form

- Provide a complete description of the purchases (the "who, what, when, where, why" questions) so an auditor does not need to ask you to justify the spending of public money for items or for a function.
- If food is purchased the business purpose and number of people being purchased for is required. Food is an area auditors scrutinize to see if anything inappropriate is being done.

This is an example of a description for food:

\$30 in food purchased for the new teacher training on August 28, 2016 at Gause Elementary School. 10 teachers attended the training.

Miscellaneous

- Monitor your credit limit as you check cards out to make sure there is room on your P-card limit.
- Our statement date ends on the 20th of each month, we pay the balances in full before the 10th of the next month. This timeframe (20th-10th) is when problems (i.e.: purchases being declined) can occur if you do not keep track of your credit limit.
- If you have trouble with your web access please let me know. The web address is www.bmodetailsonline.com

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