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Effectively Managing Your Purchasing Card Program

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Your Presenter

DAUGHTER, WIFE, MOTHER, & OU FAN

- Julie A. Sitton, Director Records Management, North East ISD
- I have been in education for over 13 years. Prior to my current position at NEISD, I was the P Card Administrator for five years.

THE SITTON'S



Your WHY

- Provide Purchasing Card information detailing a more efficient and cost-effective method of purchasing. A P Card program consolidates vendor invoices and eliminates the traditional requisition form process.
- The benefits of the program are numerous. A P Card program is a convenient way to make immediate purchases, there is decreased time between ordering and receiving, and a possible rebate for your district.

Agenda

- Overview
 - Roles & Responsibilities
 - General Information
- Controls
 - P Card Security
 - Misuse/Abuse
- P Card Procedures



ROLES & RESPONSIBILITIES

- Cardmember
 - P Card in their name
- Cardmember Manager
 - Usually, a Bookkeeper or Administrative Assistant
- Budget Manager
 - Individual responsible for the department/campus budget. For example, Principal or Executive Director

General Information

■ Card Use

- Only used with district approved vendors
- Federal & State Grant Funds can not be used, except for travel
- SAF/CAF purchases

■ Limits

- Per transaction and monthly limits

■ Vendors

- Only used with vendors on bid and on the Preferred Supplier List (PSL)

General Information

- Unacceptable Purchases
- Secondary Approvals
 - Select items need an additional approval
- Documentation
 - REQUIRED for every purchase
 - Lost receipt
 - Given to the Cardmember Manager

Controls

- P Card Security
- Misuse or Abuse
- Lost/Stolen P Cards
- Employee Termination/Transfer
- P Card Maintenance



P Card Procedures

- Cardmember
 - Submits documentation
 - Reconciles in @Work

<https://reconciliation.americanexpress.com/>

P Card Procedures

- Cardmember Manager
 - Review transactions
 - Reconciles charges – 6397
 - Maintains documentation

P Card Procedures

- Budget Manager
 - Review transactions
 - Approves transactions

P Card Uses (web-based purchasing)

- Amazon
- Concur
- Marketplace
- Target
- Home Depot

Resources

- Purchasing Card User's Manual
- Purchasing Card webpage
- Purchasing Card Administrator

<https://www.neisd.net/>

THANK YOU!

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■ Any questions?

