

Dexter Consolidated Schools

There are times you will need to use the district purchasing card (PCard):

- Student meals when traveling for school sponsored activities
 - Coaches may create one PO for meals for the entire season rather than a PO for each out-of-town game
 - There will be times when an actual PO is needed (tournaments/competitions where the local concession is feeding the school, small towns sometimes have restaurants that do not accept cards)
 - Ensure that students are not taken to inappropriately themed restaurants
- Lodging for student travel or for staff professional development
- Purchases with vendors in Roswell who do not accept POs
 - Target
 - Grocery stores
 - Hobby Lobby
 - Wal-Mart
 - Dollar stores
 - Albertsons

PCard purchasing process:

- Check out a PCard from your building secretary
 - You must have a purchase order in place. The purchasing process is the same as [any other purchase](#).
 - Read, agree to and sign the [Credit/Procurement Card Agreement](#)
 - Use the PCard just like you would a credit card, making sure you get an itemized receipt to turn in for payment
 - If you don't get or if you misplace the itemized receipt, it's **your** responsibility to contact the vendor for a copy
- There are some purchases that are not allowed
 - ✗ No internet or phone purchases. State statute regarding procurement says we cannot pay for something until we have possession of it, so you cannot order t-shirts online with a credit card. Your vendor would have to accept a purchase order from us.
 - ✗ Do not give the hotel/restaurant/store a copy of the PO. The PO is for audit purposes—your vendor needs only the PCard to complete payment.
 - ✗ Do not charge anything to your hotel room (room service, movies, opening the bottle of water left in your hotel room) because they are charged to the PCard.
 - ✗ Student meals at inappropriately themed restaurants
 - ✗ Do not pay for staff meals. The only time staff meals are paid with the PCard is when staff is traveling with and feeding students (coaches, sponsors, bus driver [if the establishment doesn't comp the bus driver meal]).