

CTE Purchases Using the P-Card

The purpose of this card is to expedite your CTE instructional spending. This card can be used at any place that takes a VISA. If a vendor will not take a VISA, then purchases may be made and submitted for payment as outlined under "Purchasing Guidelines". Notify the District office immediately if a card is lost or stolen. All Board policies must be followed.

Do not use this card for purchases from your school activity funds or any other school accounts. Do not use this card for travel. This card cannot be used to purchase any equipment such as digital cameras, VCR, printers, etc., without prior approval from the District CTE office at 615-451-5223. This card is to be used with local merchants before going to outside vendors.

All P-Cards have a designated limit of \$499. Note: Teachers may have less money allocated. Teachers may only spend their allocated amount.

Only the named cardholder may use the P-Card. No exceptions.

Purchases cannot exceed \$499 at any given place of business within one billing period, and they cannot exceed the CTE teacher's allocation for each semester.

The CTE teachers will need to notify their CTE Secretary/or designated person at their school prior to using their P-Card.

All purchasing guidelines must be followed. A written purchase order must be requested from the central office for purchases of \$500 or more.

Please present a "Certificate of Tax Exemption" before placing an order. All purchases must be tax exempt. We now have tax exemption certificates for Tennessee, Kentucky and Florida. These forms are available at the District Office.

Always check the receipt before leaving the store. It is the teacher's responsibility to get the tax removed from any receipt or invoice should tax be charged accidentally. A receipt with the tax credited must be submitted with the P-Card report.

Teachers will reimburse the school system by personal check if sales taxes show on the receipt.

When using an online vendor, please place the order at the beginning of the month so the purchase has time to hit the credit card statement before the end of the month.

Finance department does not allow use of P-Cards from the 20th through the 28th of each month.

If placing an order from Amazon online or other on-line companies, a detailed description including the cost of the items purchased is required when you place an order. Print a copy of purchase confirmation and a copy of final invoice.

If the order does not show an adequate description of what was purchased, submit a copy of the catalog page of what was purchased. Attach a signed packing slip.

Itemized receipts from P-Card purchases must be given to the school CTE secretary/or designated person within 24 hours of purchase. Upon receipt of order, packing slips for P-Card purchases must be given to school CTE secretary.

It is recommended that you do not use Wal-Mart online or any on-line company that does not allow tax exemptions. Please purchase from the local stores when possible.

Gift Cards-No gift card purchases allowed.

Rebates

We can receive rebates from vendors when offered. If Board money is used to purchase the product, the vendor has to make the check payable to the Sumner County Board of Education. In rare cases, if a gift/purchase card is part of a rebate for the same vendor, documentation must be provided including receipts and the CTE District bookkeeper must be notified.

Using your P-Card when rebates are offered:

- If a rebate is offered, get all the paperwork needed for the rebate. Send or bring all the documentation to the District CTE Bookkeeper.
- The District CTE Bookkeeper will notify Accounts Payable. When the rebate is received at the central office the teacher's allocation will be credited for the rebate amount.

Questions Call the CTE District office with **any** questions.