SNOQUALMIE VALLEY
SCHOOL DISTRICT

Travel P-Card Documentation

Credit cards issued to employees may only be used for authorized expenses. A full account of all charges must be made within 10 days. Itemized receipts as required by the School Board are to be attached. A statement indicating what school district business was being conducted must be given.

Date	Vendor	Purpose or Description of Charge	Amount	Receipt Y/N*
		Total	$	

I hereby certify, under penalty of perjury, that this is a true and correct claim for necessary expenses incurred on the travel card by me and that no payment has been received by me on account thereof.

Account Code:

GF 10 E 530 _____ - ____ - 8580 - _____ - _____ - _____ - 0

ASB 40 E 530 _____ - 00 - 0000 - _____ - 0000 - 0000 - 0

_____
Cardholder (print name)

_____ _____
Cardholder Signature Date

_____ _____
Supervisor Approval Date

A District **Travel/Overnight or Out-of-State Approval Request Form** must be completed prior to use of the credit card.

*See back for instructions

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Use of Credit Card for Travel:

- Check out the credit card. You must have a Travel Request Form signed by an administrator/principal/board with the account code before you may have the card.
- Return the card as soon as you return. Turn in the necessary paperwork within 10 days:
    - Credit Card Documentation Form
    - Itemized receipts bearing original signatures are required on all credit card purchases.
    - No Food charges allowed, staff will pay for meals and be reimbursed based on per diem rate only
- If paying for more than yourself, you must list the name of the people.

Use of Credit Card for Non Travel:

Only certain purchases are allowed to be made using the P-Card. All purchases must be made in compliance with the district purchasing policies and the guidelines as set forth in the P-Card Procedure Manual.

The procurement card may be used at any qualified merchant who accepts credit cards. The procurement card may be used for **current year expenditures only** – no prepays are allowed for the next fiscal year. Contact the Business Office with questions regarding specific situations.

Missing Receipts: If you do not have a receipt attached to this form you must include **Form B – 10** the **Missing Receipt Form**. This form should only be used if the cardholder has done everything in their power to acquire the missing receipt.

Travel Related Expenses **ONLY**

Allowable Purchases	Unallowable Purchases
Airfare	Entertainment
Transportation	Gifts/Donations
Hotel	Personal Services Agreements
Parking	Contracts
Gas for a rental car	Alcohol
	Food/Drink (Per Diem)
	Gas for personal car

(Exceptions can be made, but only with prior approval from the Business Office Administrator)