Coaches Debit Card/Travel Card Cheat Sheet

*****EVERYTHING must have a PO encumbered before a purchase/reservation is made.**
*****If state tax is paid, YOU personally will be responsible for reimbursing the district, you can NOT use your 865 account.**

Coaches Debit Card

1. Submit your Student Meal Request Form (with student roster, including sponsors) at least FOUR days prior to trip for Purchase Order
    a. 865 requests go to campus bookkeeper
    b. 199 or split (865 & 199) accounts go to Debbie
2. Know the amount on your card and be sure to stay within that exact amount
    a. If you go over that amount, pay for overage with your personal card
    b. USE TAX EXEMPTION - DO NOT GET CHARGED STATE TAX
    c. Turn in overage receipt to campus bookkeeper to be reimbursed from your 865 account
3. Submit your receipt within 48 business hours upon your return
    a. GHS - upload receipt onto spreadsheet
    b. EVHS - email receipt to Debbie
4. Can be used for hotel reservations
5. Card should be used by CARDHOLDER ONLY

Trainer's Travel Cards

1. Not to be used for meals or supply/equipment purchases
2. These cards are intended for travel purposes only:
    a. Hotels
    b. Charter Bus
    c. Car Rentals
    d. Airline Tickets
3. USE TAX EXEMPTION - DO NOT GET CHARGED STATE TAX
4. Request a Purchase Order prior to using the travel card
    a. 865 requests go to campus bookkeeper
    b. 199 or split accounts go to Debbie
5. Submit your receipt within 48 business hours of using card
    a. GHS - upload receipt onto spreadsheet
    b. EVHS - email receipt to Debbie