Purchasing Cards

Dothan City Schools
2026-2027
Instructions

Purchasing cards are an exciting tool that enable teachers to purchase classroom materials and supplies in a timely and efficient manner. Each teacher is personally responsible for the use of their card and any charges made on the card.
No purchase order is required, but the original detailed **receipts are due daily to the school bookkeeper/secretary**. Be sure you sign the receipt log when turning in receipts. If there is ever a question about what is considered allowable to purchase, contact your school bookkeeper/secretary or principal.
Please note every year when activating card, you will have to click on the Register Online link when prompted to the Log-in screen. DO NOT USE last year's log in info or you will see last year's information.

The purchasing cards should only be used by the named individual on the card.
If you are afraid of losing the receipt, take a picture at checkout.

All receipts will be turned in to, kept by, and accessible by each school bookkeeper/secretary. See Purchasing Cards on dothan.k12.al.us, under the Financial Services tab..

Sales tax is not allowable on any purchase. Sales tax charges **must be reimbursed** to the school when receipts are submitted.
Prior to the purchase of standard white copy paper, electronic devices or printer ink cartridges, the local bookkeeper should be consulted to stay in compliance with Alabama bid law.

The DCBOE allows the use of a purchasing card for Internet orders but will not pay any tax on such orders. Online orders should only be made through reputable vendors. The purchaser is responsible for reimbursing sales tax.

If a card is lost or stolen, the card holder should immediately contact their local bookkeeper who in turn should notify the Accounting Dept. Also, notify the Accounting Dept. if the teacher transfers/terminates.

Examples of Non-Allowable Purchases

- Cash Advances
- Firearms & Ammunition
- Airline Tickets
- Hotel/Motel Reservations
- Restaurants
- Convenience Stores
- Gasoline Stations
- Beverage & Tobacco Stores
- Adult Stores or Clothing Stores
- Automatic/Delayed Billings(subscription/dues)
- Movie Theaters
- Janitorial Supplies
- Gift Cards
- Food Purchases
- Warranties
- Any Sales Tax
- Furniture not used to store CIS materials or directly related to CIS

How to Use the Card

Declining Balance Card

The purchasing card issued to each teacher is a declining balance card. Each purchase reduces the balance left on the card. This type purchasing card does not allow the user to overspend. Returns will not increase availability. Once spent, funds will not be available to the card. $1,000 per certified teacher will be available on October 1, 2026.

Make Sure to tell the store clerk the purchase is tax exempt **before** items are being scanned for check-out.

Amazon Purchases

To purchase through Amazon tax exempt, each teacher will have to join their school DSC Amazon Business Group. **Do not use personal amazon accounts**.

Secretaries will generate an email that will be sent from Amazon to you to join, and you will need to enter the purchasing card info.

This account cannot be used for personal purchases.

In-Store Purchases

On dothan.k12.al.us, under the Financial Services tab is the DCS tax exempt letter and the W-9 with the FEIN 63-6000857, which is also embossed on the card. These two documents are the information businesses require to process without tax. (Using these documents for personal purchases is illegal.)

Walmart and Office Depot have account numbers that can be provided by the local bookkeepers to ensure tax is not charged.

Before leaving the store, verify all the store and purchase information is contained and legible on the receipt.

All cards shall be **turned in to your local bookkeeper** by **March 19, 2027.**

Cards will be **deactivated** on **March 29, 2027.**

Anyone using the purchasing card or state exemption information for personal use is subject to criminal prosecution.

All Purchasing Card Questions should be directed to your local bookkeeper/secretary.