WINSTON COUNTY BOARD OF EDUCATION

PNC TEACHER CARD AGREEMENT

Fiscal Year 2027

The Winston County Board of Education is pleased to provide eligible teachers with a PNC Teacher Card for the 2026–2027 school year. Each card will have a maximum available balance of $1,000 beginning October 1, 2026.

The Teacher Card is provided to assist teachers with the purchase of approved instructional materials and supplies for use in their classrooms. Please carefully review the following guidelines before using your card.

A. GENERAL GUIDELINES

- Teacher Cards may be used only for approved instructional materials and supplies for the current school year, in accordance with applicable Alabama law and Winston County Board of Education procedures.
- Purchases must directly support classroom instruction and the educational needs of students.
- If an item is purchased that is not an allowable expense, the cardholder will be responsible for reimbursing the Winston County Board of Education by personal check or certified check.
- Examples of items that are generally not allowable include, but are not limited to:
    - Cleaning supplies
    - T-shirts or other clothing
    - Coffee makers or similar personal-use appliances
    - Rugs or other decorative items that do not directly support instruction
    - Decorations
    - Heaters
    - Blankets
- Items that clearly support classroom instruction may be allowable. For example, a rug containing letters, numbers, or other instructional content may qualify for PK-1st grades.
- A detailed, itemized receipt is required for every purchase. Purchases without an itemized receipt must be reimbursed to the Board.
- All purchases must be sales-tax exempt. Cardholders are responsible for ensuring that sales tax is removed at the time of purchase. Any sales tax charged to the Teacher Card must be reimbursed to the Board when the receipt is submitted.
- Teacher Cards are for school-related purchases only. Personal purchases are strictly prohibited and may result in reimbursement, loss of card privileges, disciplinary action, and/or criminal prosecution, as applicable.
- Any incorrect charge, unauthorized transaction, duplicate charge, or other card error must be reported to the Central Office immediately, along with documentation showing the correction or resolution.

- Lost or stolen Teacher Cards must be reported to the Central Office immediately.
- Failure to follow these procedures may result in suspension or loss of Teacher Card privileges.

B. RECEIPTS AND MONTHLY BILLING

Cardholders/Teachers:

- Sign all receipts.
- Keep a copy of each receipt for your records. This will help you keep up with your balance as well.
- Submit all itemized receipts to your school bookkeeper no later than the Monday following the purchase.
- Make sure all purchases are tax-exempt before completing the transaction.

Bookkeepers:

- Collect and review Teacher Card receipts weekly.
- Verify that receipts are itemized and that purchases are allowable.
- Forward receipts and required documentation to the Central Office weekly.
- Collect reimbursement from teachers for any sales tax or unallowable purchases and submit those funds to the Central Office.
- If a receipt is missing, the bookkeeper may allow up to five (5) days for the teacher to provide the required documentation. After five days, the available documentation and an explanation should be forwarded to the Central Office.
- If the regular bookkeeper is unavailable, another designated staff member may be assigned to collect and process Teacher Card receipts. The Central Office should be notified of the change.

C. CARD USE AND END-OF-YEAR REQUIREMENTS

- Teacher Cards may be used for approved purchases through May 1, 2027.
- All receipts and supporting documentation must be submitted to the school bookkeeper no later than May 15, 2027, before summer break.
- Teacher Cards will be suspended during the summer and are scheduled to be reactivated before the beginning of the 2027–2028 school year.
- Upon resignation, retirement, termination, or other separation from the Winston County Board of Education, the cardholder must return the Teacher Card and submit all outstanding receipts and documentation before separation is finalized.
- To check your card balance, call PNC at 800-685-4039. This service is available 24 hours a day, 7 days a week.
- IMPORTANT: When calling PNC to check your card balance, the amount provided by the automated system is the amount that has been USED, not the amount that REMAINS AVAILABLE. You will need to subtract the amount used from your $1,000 allocation to determine your remaining balance. Keeping copies of your receipts will help you track your available balance accurately.

D. GETTING STARTED

Before receiving and activating your Teacher Card:

1. Go to winstonk12.org → Employees → Teacher Card Information → Teacher Card Tutorial.
2. Watch the tutorial in its entirety.
3. Print and sign this Teacher Card Agreement.
4. Submit the signed agreement to your school bookkeeper.
5. Once all requirements have been completed, you will receive your Teacher Card.
6. You will need your employee number to activate your card. Your employee number can be found on your pay stub or obtained by contacting Toni Collier at 205-717-3374.

CARDHOLDER ACKNOWLEDGMENT

By signing below, I acknowledge that I have received or will receive a PNC VISA Teacher Card for Fiscal Year 2027. I certify that I have reviewed the Teacher Card procedures and understand that the card is to be used only for approved school-related instructional purchases.

I agree to follow all Winston County Board of Education and Teacher Card procedures outlined in this agreement. I understand that I am responsible for submitting required receipts and documentation and for reimbursing the Board for any sales tax, unauthorized, personal, or unallowable purchases charged to the card.

I understand that failure to comply with these procedures may result in suspension or loss of Teacher Card privileges and may result in additional disciplinary or legal action when applicable.

WINSTON
COUNTY SCHOOLS
PROVIDA FUTURI
EST. 1908

_____
School Name

_____ _____
Cardholder Signature Date

_____ _____
Cardholder Printed Name Issued Card Ending Number