Making a P-Card Purchase Flow Chart

Purchase is determined to be an approved P-Card Purchase

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Purchase request form or requisition is approved by the Budget Manager

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A signed Teacher/Sponsor P-card Guidelines should be on file for the requestor

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The requestor places order with vendor

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Order and invoiced are received

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P-Card is issued for payment of invoice (Card is issued in P-Card Bag with Tax Exempt Form and P-Card log is used to sign-in and out the P-Card)

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P-Card bag is returned to secretary containing P-Card, receipt(s) and any other documents needed

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Secretary reconciles transaction in Munis