

Oklahoma City Public Schools

SAF Purchase Card (P-Card) Process

P-Card (credit card) transactions are for purchases where the Vendor does not accept a Purchase Order (PO) and/or emergencies.

NOTE: School Site P-Cards are restricted to Student Activity Funds (SAF) purchases ONLY.

Do not use School Site P-Cards for any other funding type.

Principals and Financial Secretaries must attend P-Card Training provided by Purchasing. Principals are the P-Card Custodians and are responsible for all transactions and the security of the P-Card itself. (see Regulation C-11-R3 and P-Card-Agreement-Procedures in the Regulations section of this process).

P-Card Purchase: Each P-Card Purchase MUST have a corresponding PO.

- **P-Card Billing Cycle normally runs 10th thru 9th of each month.**
- **P-Card limits are set at \$1,000/ES; \$1,500/MS; and \$3,000/HS.**

*(School Sites must keep record/track/total P-Card purchases per month. If the site reaches or expects to go above their limit, the Principal **must** submit a request to the Director of Purchasing to increase the limit for that Billing Cycle)*

(as needed) **Process**

- 1) Sponsor completes and submits OKCPS *Requisition Request Form (RRF)* to Financial Secretary (FS). (see link saved in the forms section of this procedure).
- 2) FS will assign a Tracking Number to the request and record it on the *P-Card Transaction Log (P-CTLog)*. (see link saved in the forms section of this procedure)
- 3) FS will create a PRAF PR in SAP to Vendor (Chase-School), upload RRF/Quote/Shopping Cart, and assign to Buyer 106–P-CARD Buyer. (see ‘Purchasing – Quote, Purchase Requisition (PR), Goods Receipt (GR), Check’ link under the SAF Purchasing process for PR creation steps)

PRAFs follow the standard release strategies. (1)Principal; (2) ILD over \$500-ES and \$750-MS/HS)

- 4) After PRAF is converted to PO, record PO# on *P-CTLog*. (see link saved in the forms section of this procedure)
- 5) If agreeable with the P-Card Custodian, the P-Card can be signed out by the Sponsor to make the purchase. The Sponsor will sign out and in on the *P-Card Sign Out/In Log*. (see link saved in the forms section of this procedure)
- 6) Sponsor/FS make purchase equal to or below SAF PO amount, and receive itemized receipt of purchase from the place of business.

Note: *Oklahoma Sales Tax Exemption Permit (see copy saved in the forms section) must be presented. If taxes are charged, return to the place of business and request a credit in the tax amount be applied to the P-Card.*

- 7) On the same day as purchase, Sponsor will return P-Card, give original receipt to FS, and sign in P-Card.
- 8) FS will record the receipt amount on the *P-CTLog*, GR the PO in the original receipt amount, write the PO# on the receipt, and upload and email the receipt to acctspayable@okcps.org referencing the PO# in the subject line.

Forms associated with this process are available in the forms section of this process on the School Finance Resource Page (SFRP)

Forward questions to purchasing@okcps.org