



SAF PCARD

July 15, 2024

Presented via Teams

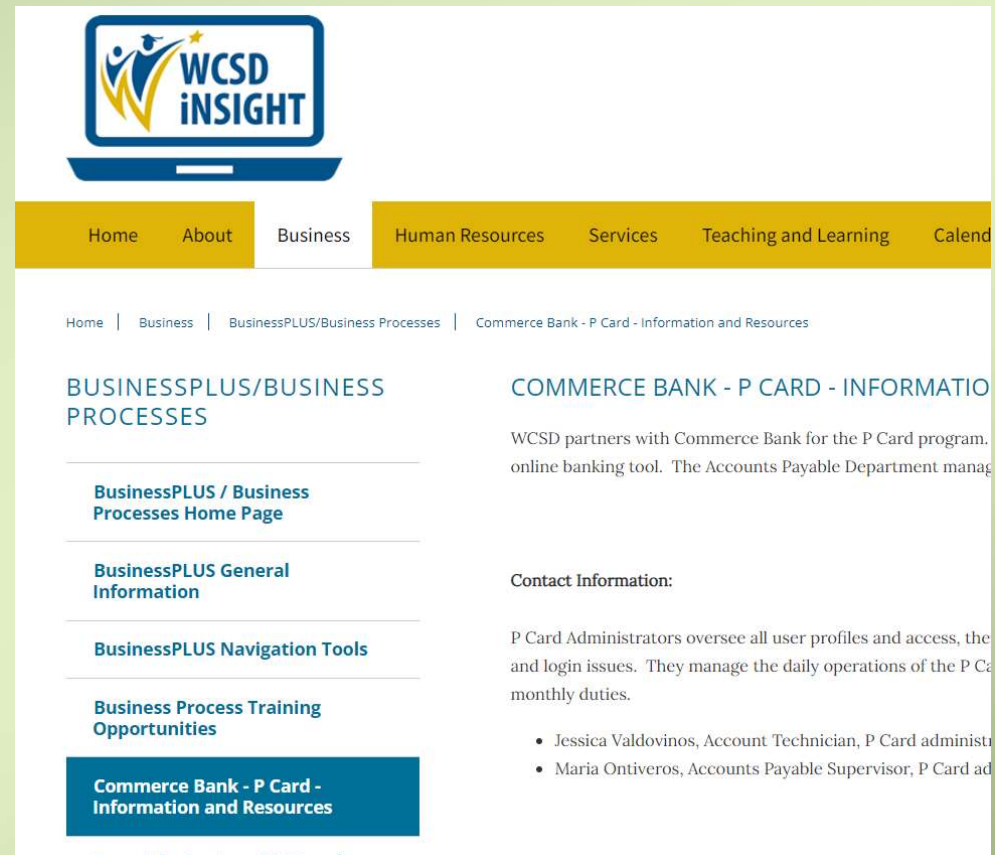
What is the Pcard?

- The Pcard is the school's credit card, automatically paid from the SAF account each week.
- Grants, General Budget and SAF Pcards live at each school.
- All Pcards have similar rules but are tied to different funding sources.
- SAF Pcard has the least number of rules, but transactions are tied to how the funds came in! Most money is restricted!
- SAF Pcards do not require approvals in Commerce Bank.
- Statements are issued on Tuesdays in Commerce Bank.




Become Pcard Administrator

- When starting a new position or at a new location, contact Jessica Valdovinos to schedule training to become a Pcard administrator.
- Schedule and PASS training with AP and then confirm that you are authorized to hold the school's Pcard.
- Review information on WCSD Business Process Training page, found on WCSD Insight (intranet) under Business tab-BusinessPLUS/Business Processes.



PCard Use Process

- When a teacher or advisor wants to use the Pcard, they will begin by requesting a PCard request form from the PCard administrator.
- BEFORE** any purchase, THEY will fill out the request, sign the request, and request administrator approval.



ADMINISTRATIVE FORM 3516
STUDENT ACTIVITY FUNDS
PCARD REQUEST

Time/Date card requested

Vendor name

Items to be purchased

School name

Person requesting card

Estimated \$ amount \$

| Activity advisor approval | Date | Activity account name | Activity account number |
|---------------------------|------|-----------------------|-------------------------|
| | | | |
| | | | |
| | | | |

Administrator approval

Date

Top portion must be filled out in its entirety prior to making a pcard purchase. Receipt must be turned in when purchase is complete and pcard is returned or you may be held personally responsible for purchase charges. By submitting this form you authorize the account(s) named above to be charged for this purpose.

Bookkeeper use only

Pcard issued

Pcard returned

Receipt received Yes No

Actual amount charged

Pcard statement date

Bank statement date


Adjustment or manual check #

COMMERCE

CHECKING ACCT STATEMENT

PCard Use Process

- Once the form is filled out, the requesting teacher or advisor will be issued the Pcard.
- The Pcard Use Log is optional and may be filled out for the purchase.
- Remind the advisor that they **must return the receipt** for the purchase!



ADMINISTRATIVE FORM 3517
STUDENT ACTIVITY FUNDS
PCARD USE LOG

School name

| Date | Purchaser | Vendor | Items purchased | Purchase amount | Activity account name | Activity account number | Posted? Y/N |
|------|-----------|--------|-----------------|-----------------|-----------------------|-------------------------|----------------|
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PCard Use Process

- When the advisor returns the PCard and receipt, be sure that the Pcard is returned to it's secure location.
- Complete additional details on Pcard request form and save until the following Tuesday when the Commerce Bank statement is available.
- On Tuesdays, retrieve the weekly Pcard statement from Commerce Bank.

**Commerce Bank**
COMMERCE BANK - COMMERCIAL CARDS
PO BOX 414084
KANSAS CITY MO 64141-4084

MEMO STATEMENT
Account ID [REDACTED]
Account Number xxxx-xxxx-xxxx-4716
Statement Date JUN 20, 2023
Statement Activity \$143.36

** MEMO STATEMENT ONLY **
DO NOT REMIT PAYMENT

[REDACTED]
WASHOE COUNTY SCHOOLS SAF
425 E 9TH ST
RENO NV 89512-280025

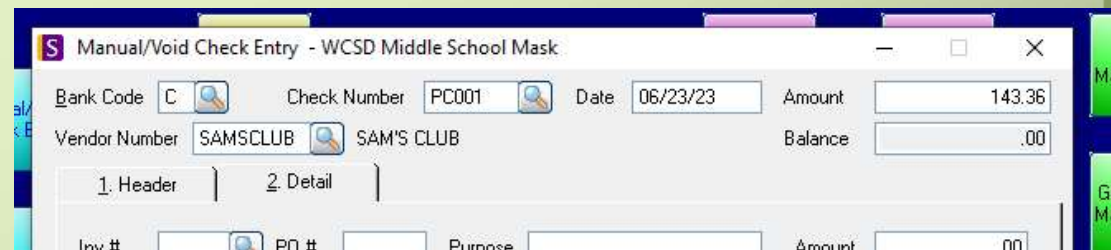
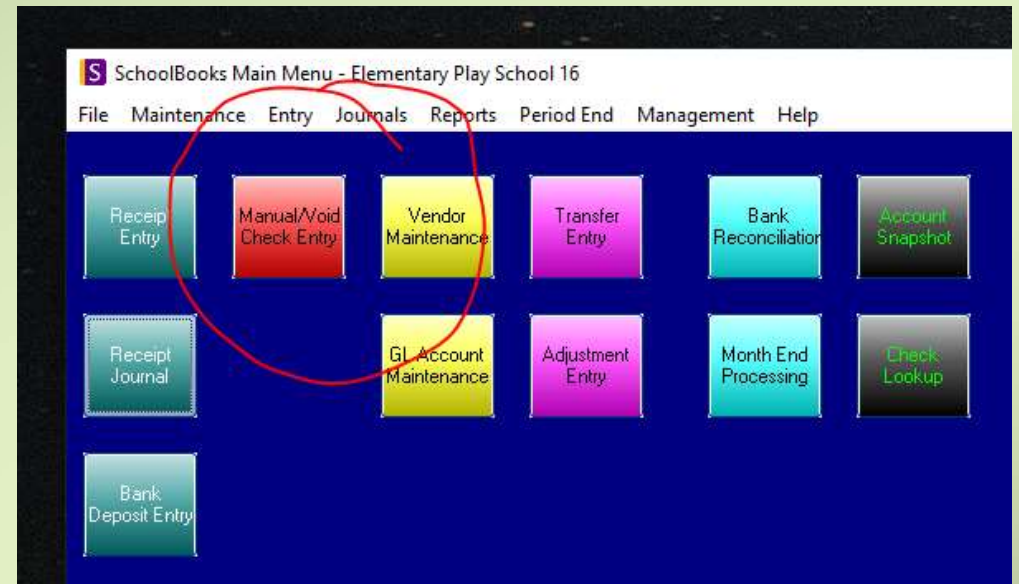
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Visa Purchasing

| ACCOUNT ACTIVITY | | | | | | |
|------------------|-----------|-------------------------|-------------------------|------|----|----------|
| Post Date | Tran Date | Reference Number | Transaction Description | | | Amount |
| 06-14 | 06-12 | 24226383164360769273150 | SAMS CLUB#4768 | RENO | NV | \$143.36 |

PCard Recording Process

- Once all receipts and the Commerce Bank statement are compiled, you will be ready to begin entering Pcard transactions into SchoolBooks.
- Open SchoolBooks to 'Manual Void Check Entry'
- Tab between fields to enter the details.
- Use the Pcard numbering log (request this from SAF) for the next check number.
- The first DATE on this tab is the FRIDAY following the Commerce Bank statement.



PCard Recording Process

- The INV DATE is the date on the receipt or invoice.
- If there is NO invoice number, use the SAME type of number each time. For example, the reference number or transaction number found on the receipt.
- The person authorizing the purchase is the ACTIVITY ADVISOR.
- Always apply the Category.
- To split the amount and charge it to multiple accounts, enter the amount for one account and select the tiny 'Ok' button.
- Complete the same procedure for the remaining amount(s).

Manual/Void Check Entry - WCS Middle School Mask

Bank Code: C Check Number: PC001 Date: 06/23/23 Amount: 143.36
Vendor Number: SAMSClub SAM'S CLUB Balance: .00

1. Header | 2. Detail

Inv # PO # Purpose Amount .00
Inv Date Auth By Sales Tax .000 % .00
GL Acct Freight .00
Category

OK Ins Undo Del

| Line | Invoice | Purpose | GL Account # | Category | Amount |
|------|---------|------------------|--------------|----------|--------|
| 1 | 1234 | SO MANY SUPPLIES | 40-10-1000 | SUPPLIES | 143.36 |

Navigation buttons: Back, Forward, etc.

Accept Cancel Delete ?

Press to write/rewrite record CDIPRI MSPLAY01 06/27/23

Pcard Recording Process

- Once all Pcard transactions are recorded, the total of the entries should match EXACTLY to your Commerce Bank statement.
- In the 'Manual Void Check' screen, click 'Cancel' twice. This will ask you to print the journal. Click 'Yes'.
- DOUBLE CHECK that the journal and DATES all match your Commerce Statement before updating.

1 of 1

WCSD Middle School Mask

MANUAL/VOID CHECK JOURNAL

| Check # | Check Date | Check Amount | Vendor Code and Name | | | |
|--------------------------------------|------------------|--------------|-----------------------|------------------|---------------|---------------------------|
| Invoice # | Purpose | PO # | Category | Authorized by | Inv Amount | Account # and Description |
| Date | | | | | | |
| Batch No.: MC12-001 | | | | | | |
| Bank Code: C Cash - Checking Account | | | | | | |
| PC001 | 06/23/23 | 143.36 | SAMSCLUB - SAM'S CLUB | | | |
| 1234 | | | SUPPLIES | ACTIVITY ADVISOR | 143.36 | 40-10-1000 |
| 06/12/23 | SO MANY SUPPLIES | | | | | ATHLETICS |
| Subtotal for Check # PC001 | | | | | 143.36 | |
| Subtotal for Bank Code C | | | | | <u>143.36</u> | |

Pcard Recording Process

1 of 1

WCSD Middle School Mask

MANUAL/VOID CHECK JOURNAL

| Check # | Check Date | Check Amount | Vendor Code and Name | | |
|----------------------------|---------------------------|--------------|-----------------------|------------|-------------------|
| Invoice # | PO # | Category | Authorized by | Inv Amount | Account # and Des |
| Date | Purpose | | | | |
| Batch No.: MC12-001 | | | | | |
| Bank Code: | C Cash - Checking Account | | | | |
| PC001 | 06/23/23 | 143.36 | SAMSCLUB - SAM'S CLUB | | |
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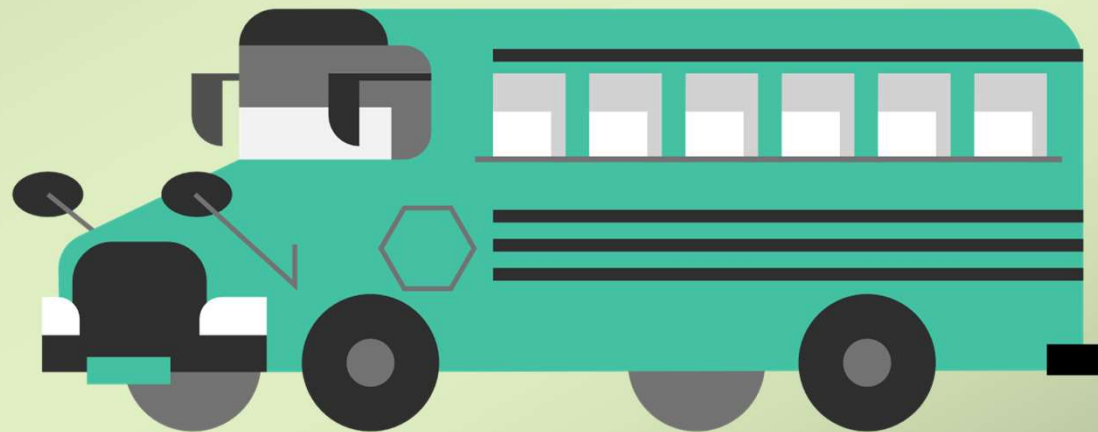
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Pcard Recording Process

- Compile all receipts, the Manual Check Journal, and Commerce Bank statement and file together.
- Repeat entire process for next week's Commerce Bank statement of Pcard charges!



Important Pcard Reminders

- ALL FORMS are available on the WCSD SAF Website.
- No person may use the Pcard without previous approval.
- All purchases must abide by the SAF Manual, also on the WCSD SAF Website.
- Itemized receipts **MUST** be included. Not just the credit card charge.
- Be sure to note the “PCXXX” numbers next to the Commerce Bank withdraw on the checking account bank statement.

Questions?