



BUILDING/DEPARTMENT LOCAL CHECK OUT P-CARD USE GUIDELINES

**District Employee Responsibility:**

A District Local Checkout P-Card purchase must meet all requirements set forth by Campbell County School District’s purchasing policies, the P-card Manual & Procedures as well as the District’s Travel, Meals & Lodging Guidelines. Employees will be required to reimburse the District any costs associated with transactions deemed outside allowed charges. (i.e., Wyoming sales tax, tip overages, incidentals etc.)

**Authorized Signer:** *Only* employees are allowed to use a District Local Checkout P-card.  
*Do not lend the card to anyone. Students are never allowed to use a District P-Card.*

**Tax Exempt:**

Campbell County School District No.1 is exempt from Wyoming state sales tax by Wyoming State Statute 39-6-505. It is the employee’s responsibility to make sure all transactions are Wyoming sales tax exempt. *Please double check your receipt/invoice prior to signing to be sure Wyoming sales tax was not charged. If tax was charged, you will need to either return to the business for a tax credit to the card or reimburse the District.*

**Card Limits:**

*This card has a transaction limit of \$600.00 and a monthly cycle limit of \$5,000.* Do not split a charge to get around the transaction limit. If a purchase for more than \$600 is needed make other purchasing arrangements.

**Tipping Rule:**

A maximum 15% (percent) tip is allowed on food and beverage item totals. Delivery fees are considered part of the tip calculated amount. Example \$100 in pizza times 15%=\$15; less \$5 Delivery fee = \$10 remaining tip amount that may be added to the bill. *You will owe the District the difference if your delivery fee is greater than the allowed tip.*

**Notable:**

- District P-cards, unlike a personal charge cards are not carte blanche open for all purchases. Business type charging limits are controlled by MCCs (Merchant Category Codes). Business MCCs for the Local Checkout P-cards are Meals/Food, Discount Stores and Office Supplies. Local area businesses where this card will work are:

Albertsons	Hobby Lobby	Office Depot	Teachers Corner Kids Mart
Gillette Contractors Supply	Home Depot	Petco	2 Guys Deco Inc
Dollar Tree	Joann’s	Pokes Mercantile-Wright	Walgreens
Family Dollar	Menards	Smiths	Wal-mart
Gases Plus	Mikes Hardware	Source Office	
Gillette Winnelson	Norco		

- Before making a purchase, let the business know the purchase is to be a tax exempt VISA charge and ask if they will be able to do the charge. *Don’t wait for the business to ring up the charge before informing them.*
- A District Checkout P-card *is never to be used to purchase fuel or equipment.*
- Per District Purchasing Regulation 3320-R(V.) It is prohibited to purchase any gold bucks or business cash/gift cards (this includes cash or cash equivalent business coupons)
- All return credits for P-card purchases are to go back to the P-card. Never accept a business cash/gift card.

**Record Keeping:**

- All purchases require acceptable backup documentation - Itemized Invoice/Receipt. (Business info name/address/contact info, along with items list, their prices and Visa transaction charge total.) You may need to specifically ask for a copy of the itemized receipt.
- Initials on Check-out Sheet – *By initialing the Check-out sheet you acknowledge that you have read the information provided regarding appropriate usage of the card and agree to abide by the CCSD rules and regulations regarding P-card purchases.*
- Signature on log form - *you certify under penalty of perjury and subject to the provisions of W.S. 6-5-303 and its penalties, the transaction was a necessary expense charged by you while on official Campbell County School District No. 1 Business.*

**NEVER USE SELF CHECKOUT**