

Date: April 4, 2019

To: PCard Cardholders, Supervisors, Budget Holders, and Proxies

From: Stephen Hirai, PCard Program Manager
Emily Courtnage, Director of Purchasing & Contracting

Guidance for Spending District Funds: Food and beverages, gift cards, fundraising activities, and gifts

See new Appendix C in the PCard Manual

Revised infraction table

The new infraction table was reviewed and approved by HR, and unions were notified of the changes. In general, the new infraction table provides for earlier PCard Manager intervention (including mandatory retraining and/or suspension of card privileges) as well as earlier supervisor and/or HR notification. Infractions will continue to be noted after the reconciliation deadline and tracked on a fiscal year basis.

Merchant Category Codes (MCC) restrictions

To better control District spending, we have instituted MCC restrictions for certain vendor types. Your card will not work if you attempt to use it with any of the restricted vendors types. If you need to make a legitimate District purchase from a vendor type on the list, please let us know so we can review the vendor and purchase in advance.

Electronic statements

Starting March 28th