

LOGGING INTO PAYMENTNET

www.paymentnet.jpmorgan.com

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Organization ID

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User ID

Password

(Case Sensitive)

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Organization ID	SDUSD01
User ID	
Password	

RECONCILIATION REMINDERS

- Review transactions by 22nd calendar day of month
- Approve transactions by 29th calendar day of month
- Attach receipts to PaymentNet
- Print Statement
- Attach Original Itemized Receipts to Statement
- Forward statement packet to Accounts Payable

FAQ'S

What do I do when I receive my new card? There are just a few quick steps to take when you receive your new card:

- Check that your name is spelled correctly. If not notify Fiscal Control
- Sign the back of the card.
- Activate the card by calling the 800 number printed on the card. When instructed to provide the last four digits of social security number, use the last four digits of your employee ID instead.

As a cardholder, can I authorize someone else in the office to use my card to place orders on my behalf? The cardholder should not allow any person to use his or her card. During enrollment, the cardholder agrees that he or she is solely responsible for all transactions made with the card.

What is my "Bill To" address? The "bill to" address for the PCard is the Central Office located at 4100 Normal Street, San Diego, CA 92103. The "Ship To" address is the school or office address where orders placed with the PCard should be delivered.

Does the \$2,500 per transaction limit include taxes and shipping and handling? Yes. When placing an order, be sure to consider any taxes and shipping and handling charges. The total of all charges cannot exceed \$2,500.

More FAQ's can be found on the District website under Resources > Banking and Procurement Card

For PCard assistance, contact your dedicated AP PCard Specialist, Celeste Gutierrez at 619.725.7758 or via email at cgutierrez2@sandi.net.



PROCUREMENT CARD (PCARD) CARDHOLDER QUICK REFERENCE GUIDE

This brochure is a quick reference guide for PCard policy questions and PaymentNet assistance and follows the policies outlined in The District's PCard Policy Manual.

Accounts Payable Department
4100 Normal Street
Room 3141

July 1, 2018



ALLOWABLE PURCHASES

- Office supplies
- Classroom supplies
- Athletic supplies
- Instructional supplies
- Textbooks
- Non-inventory equipment for individual items priced **under \$500**, exclusive of tax or shipping
- Computer parts and supplies for individual items priced **under \$500** (e.g. memory, flash drives, mouse, keyboard, monitors, thumb drives, etc.), exclusive of tax or shipping
- Office furniture (chairs, bookshelves, etc.) for individual items priced **under \$500**, exclusive of tax or shipping
- Postage stamps
- Shipping charges (e.g., Federal Express, UPS)
- Software licenses and renewals

RESTRICTED PURCHASES

- Food and non-alcoholic beverages for group planning, operational meetings, and functions involving students, parents, and/or community representatives - **See Administrative Procedure 2518.**
- Meals, light snacks, and refreshments for district employee's meetings and functions - **See Administrative Procedure 2518.**
- Awards for students such as certificates, plaques, trophies, flowers, and gifts of minimal value not to exceed \$25 per unit. Gift cards and equivalent are not allowable PCard purchases - **See Administrative Procedure 2518.**
- Travel (lodging, transportation, registration fees) - A fully approved TA is required PRIOR to making any travel arrangements or prepaying any travel related expenses. All travel must comply with the policies described in Administrative Procedure 7155 – Absence on District Business.
- Student Field Trips - See Administrative Procedures 4585 and 4587 for guidelines and documentation requirements.

!! IMPORTANT!!

NO PURCHASE OF ANY SINGLE ITEM (ASSET) OF \$500 OR MORE ALLOWED

SPENDING LIMITS

Standard Spend Profile Limits	
Single Transaction Limit (including tax, freight, handling charges)	\$2,500
Daily Transaction Limit	\$ 2,500
Monthly Cycle Spending Limit	\$ 5,000

Principal Low Limit Spend Profile Limits	
Single Transaction Limit (including tax, freight, handling charges)	\$ 200
Daily Transaction Limit	\$ 200
Monthly Cycle Spending Limit	\$ 500

DO NOT SPLIT TRANSACTIONS TO BYPASS SPENDING LIMITS

PROHIBITED PURCHASES

The PCard may **NOT** be used by anyone other than the authorized cardholder and may **NOT** be used to purchase the following items:

- Cash advances or cash refunds
- Gift Cards, gift certificates or equivalent
- Awards, rewards, flowers, or gifts for employees, staff members, volunteers, community members, or other individual or entity. See Administrative Procedure 2518.
- Goods or services for personal use by staff. This includes bottled water and coffee service and supplies.
- Alcoholic beverages
- Political contributions, donations, or gifts
- ASB, PTA or any outside foundation purchases.
- Memberships.
- Large volume, routine repetitious purchases from one supplier (i.e., custodial supplies).
- Custodial supplies.
- Leases, rentals, contracts, long-term maintenance agreements
- Computers/Laptops/iPads or other computing devices, regardless of dollar value
- Professional licenses
- Furniture and equipment items individually priced over \$500, exclusive of tax and other charges. This includes cell phones and other wireless devices.
- Services or Labor of any kind, including repair or installation
- Items unallowable under specific grant or contract terms and conditions. The specific terms and conditions of each award supersede any provisions of this policy.