



Snoqualmie Valley

School District #410

8001 Silva Avenue S.E., P.O. Box 400, Snoqualmie, WA 98065
 Phone (425) 831-8000 ♦ Fax (425) 831-8040 ♦ www.svds410.org

Travel P-Card Documentation

Credit cards issued to employees may only be used for authorized expenses. A District **Travel/Overnight or Out-of-State Approval Request Form** must be completed prior to use of the credit card. A full account of all charges must be made within 10 days. Itemized receipts as required by the School Board are to be attached. A statement indicating what school district business was being conducted must be given.

Date	Vendor	Purpose or Description of Charge	Amount	Receipt Y/N*
Total			\$	

I hereby certify, under penalty of perjury, that this is a true and correct claim for necessary expenses incurred on the travel card by me and that no payment has been received by me on account thereof.

Account Code: _____ - _____ - 8580 - _____ - _____ - _____

 Cardholder's Name

 Last 4 Digits of Card

 Cardholder's Signature

 Date

 Supervisor's Name

 Supervisor's Signature

 Date

*See back for instructions

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Use of Credit Card for Travel:

- Check out the credit card. You must have a Travel Request Form signed by an administrator/principal/board with the account code before you may have the card.
- Return the card as soon as you return. Turn in the necessary paperwork within 10 days:
 - Credit Card Documentation Form
 - Itemized receipts bearing original signatures are required on all credit card purchases.
 - No Food charges allowed, staff will pay for meals and be reimbursed based on per diem rate only
- If paying for more than yourself, you must list the name of the people.

Use of Credit Card for Non Travel:

Only certain purchases are allowed to be made using the P-Card. All purchases must be made in compliance with the district purchasing policies and the guidelines as set forth in the P-Card Procedure Manual.

The procurement card may be used at any qualified merchant who accepts credit cards. The procurement card may be used for **current year expenditures only** – no prepays are allowed for the next fiscal year. Contact the Business Office with questions regarding specific situations.

Missing Receipts: If you do not have a receipt attached to this form you must include **Form B – 10 the Missing Receipt Form**. This form should only be used if the cardholder has done everything in their power to acquire the missing receipt.

Travel Related Expenses ONLY

Allowable Purchases	Unallowable Purchases
Airfare	Entertainment
Transportation	Gifts/Donations
Hotel	Personal Services Agreements
Parking	Contracts
Gas for a rental car	Alcohol
	Food/Drink (Per Diem)
	Gas for personal car

(Exceptions can be made, but only with prior approval from the Business Office Administrator)