

ASSOCIATED STUDENT BODY FUND

P-CARD PURCHASING PRE-APPROVAL FORM

This form must be COMPLETED in its entirety prior to making a purchase.

Activity	Account Number	Activity Advisor	Date of request

What am I purchasing (provide description and purpose for purchase)?

Vendor purchasing from:

Is this part of a fundraiser? Yes ___ No ___

If so, which fundraiser? _____

Date item(s) needed by _____

Estimated Cost:

Merchandise \$ _____ Lodging \$ _____

Registration \$ _____ Transportation \$ _____

I agree to follow the established procedures for using the Procurement Card as they are listed in the Procurement Card User's Manual. I understand I will be responsible for the reimbursement of any purchases not allowable according the Procurement Card Policy. (Approval signatures must be obtained prior to purchase)

Approved: Yes ___ No ___

Budget Admin Pre-Approval _____ Date _____

ASB Representative Pre-approval _____ Date _____

**YOU MUST HAVE ORIGINAL RECEIPT OR PROOF OF
PURCHASE STAPLED TO THIS SHEET.**

Prohibited & Allowable Expenditures Listed on Back

Procurement Card Guidelines for Purchases

Prohibited Purchases with the P-Card

- 1) Meals: individual or group. In either travel or non-travel status
- 2) Personal purchases or personal use of any kind
- 3) Fuel for personal vehicle
- 4) Gifts/gifts cards
- 5) Contracts with vendors of any kind
- 6) Cash advances, wire transfers or money orders
- 7) Donations
- 8) Gratuities of any kind
- 9) Alcohol/Entertainment/Movies
- 10) Parking tickets
- 11) Postage stamps
- 12) Prepaid phone cards

Allowable Purchases with the P-Card

- 1) General supplies
- 2) Meeting/convention expenses
- 3) Travel (as permitted by Pullman School District travel policy)
- 4) Capital purchases
- 5) Incidental snacks/beverages for in-district meetings
- 6) Rental Car
- 7) Hotel/room
- 8) Computer hardware and software
- 9) Dues for associations subscriptions for business purposes only

Submittal of receipts is mandatory. Failure to submit receipts will result in reimbursing the district for the expenditure.