

## **Before you use the WSD Procurement Card.....**

- You must be the person making the purchases. Do not check out the card for other employees.
- Make sure you have the Transaction Summary form. You will attach your receipts to this form and turn it into the Business Office
- If you make an **online purchase** please print out all purchase confirmations and receipts. Also, when asked the billing address, please use: PO Box 1767, Wenatchee, WA 98807
- If you make a **purchase over the phone**, please ask for a receipt to be faxed to you ASAP.
- All **items being shipped** must be shipped to our district warehouse at: 1001 Circle St., Wenatchee, WA 98801
- If you make **hotel reservations** using the card, please remember that the hotel will want a credit card at check out time to actually charge your lodging to. **THE DISTRICT VISA TRAVEL CARD IS FOR HOTEL LODGING, PARKING, AND RENTAL CARS ONLY.** Please do not charge meals, gifts, movies, etc. to the district VISA.
- When you have made your charges make sure the **TRANSACTION SUMMARY FORM** is filled out and includes the following:
  - your signature
  - your supervisors signature
  - budget code to charge
  - description of WHAT was purchased and WHY it was purchased
  - itemized original RECEIPTS
  - PACKING SLIPS (if applicable)
- Send the above paperwork to the Business Office at the District Office ASAP. All charges are paid every two weeks or the district incurs late charges.
- **If you are late turning in your paperwork, you may be held personally responsible for late charges.**