

Before you use the WSD Procurement Card...

- You must be the person making the purchases. Do not check out the card for other employees. For a first time user, a permission form must be filled out with your signature and will be kept on file.
- EACH time a card is going to be used it **must** be logged out from Accounts Payable (Nancy Rabey's desk) so we can reconcile the date of the charges with the bill. This includes hotel reservations.
- Make sure you complete the Transaction Summary form. You will attach your purchasing information to this form and turn it into Lisa Mulhall.
- If you make an online purchase please print out all purchase confirmations and receipts.
- If you make a **purchase over the phone**, please ask for a receipt to be faxed to you ASAP.
- If you are purchasing **items that need to be shipped**, make sure they are shipped to the district warehouse; 1001 Circle Street, and send a copy of the Transaction Summary form AND the detail of all item(s) ordered to Kathryn at the warehouse so she knows to expect your shipment and can check it in. **ORDERS RECEIVED WITHOUT BACKUP INFORMATION WILL BE HELD AT THE WAREHOUSE.**
- 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 with prior permission RENTAL CARS.** Please do not charge meals, gasoline, 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 Lisa Mulhall at the District Office ASAP. Charges are paid every two weeks to free up district credit limits as well as avoiding late fees. Please turn in your paperwork at the time you check the procurement card back in, if possible.
- **If your paperwork is incomplete or incurs a late fee, you may lose Procurement Card privileges and held personally responsible for late fees.**