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PCard – Receipt Requirement Exception for Public Education Teacher Exchange

1 message

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To: 0060 Purchasing Cards <0060-Purchasing-Cards@nv.ccsd.net>

Tue, Jan 14, 2020 at 4:17 PM

Hello Everyone,

The District is aware that the Public Education Foundation (PEF) does not provide itemized receipts for Teacher Exchange purchases. In an effort to support purchases from the PEF Teacher Exchange, the Chief Financial Officer has approved an exception to the existing itemized receipt requirement.

Therefore, the following revision has been made to the Purchasing Card Policy and Procedures Manual:

Receipt Requirement:

Paragraph 4.5.6 was amended to include an exception for The Public Education Foundation Teacher Exchange. This information highlighted below in yellow has been added:

Regardless of the method used for obtaining goods, the District employee must obtain an original itemized receipt for the all purchasing card transactions, except for the Public Education Foundation (PEF) Teacher Exchange purchases. The PEF does not provide itemized receipts, therefore, the Chief Financial Officer has authorized this exception provided that a manually signed receipt is obtained from the PEF that matches the total amount purchased on the credit card receipt. For all other transactions, the itemized receipt must include the merchant's name, address, date, description of items purchased, quantity, unit price, amount, shipping charges (if applicable), and the total.

This exception only applies to this specific purpose with the PEF.

A revised copy of the manual is attached and is also available on the Google 0060 Purchasing Cards Team Drive in the Manuals Folder.

If you have any questions, please contact Odette Striegel at 799-5338, Extension 5410, Carrie Hasler at 799-5338, Extension 5408, Lori Bustos, Extension 5413, or Shellon Skeete at 799-5338, Extension 5405.

Thanks.