

To use the Anstaff Bank Purchase card for the Jasper School District (**Classroom Budget money only**):

1. Obtain a purchase order from your principal with appropriate signatures.

- THE PURCHASE ORDER WILL BE MADE OUT TO VENDOR 1130- ANSTAFF P-CARD.
- THE VENDOR, FROM WHOM THE ITEMS ARE PURCHASED, WILL BE LISTED IN THE COMMENTS BOX OF THE P.O. IF THERE ARE MULTIPLE VENDORS, YOU CAN LIST THEM ALL ON ONE P.O.

2. Once the P.O. has been approved and signed, you will need to complete the Purchase Card Request Form, with all signatures. (Mr. Cantrell's signature is not required on Classroom budget money to complete request form)
3. You will bring the Purchase Card Request Form to, depending on your campus, Morgan, Lauren, Beth or Misty. They will issue you a p-card and note the card number you are taking on the request form keeping it until you return the card.
4. When you have completed your purchase and are ready to return the card, bring you signed and itemized receipt(s) to principal's office and attach your receipt to white copy of P.O. that was previously issued to you. Your principal's office is keeping track of your classroom budget balance. Your P.O and receipt must be turned in when you return the card.
5. After returning the card your receipt, P.O. and purchase request will be attached and turned into Mr. Cantrell for approval. After approved it is then returned to Morgan/Lauren as backup for payment to be made to Anstaff Bank. (**The credit card will not be accepted without all required documents**)
6. Retain a confirmation receipt for online orders and sign the printed copy.

- THE PACKING SLIP SHOULD BE GIVEN TO THE PRINCIPAL'S SECRETARY AS SOON AS THE ITEMS ARRIVE.
- WRITE THE P.O. NUMBER ON THE PACKING SLIP AND SIGN THAT ALL ITEMS HAVE BEEN RECEIVED IN SATISFACTORY CONDITION.

To use the Anstaff Bank Purchase card for the Jasper School District (**Not Classroom Budget money**):

1. Complete the Purchase Card Request Form and obtain all signatures (On regular purchases *(ex) maintenance supplies or normal office supplies*, Mr. Cantrell's signature is not required to complete form).
2. You will bring the Purchase Card Request Form to, depending on your campus, Morgan, Lauren, Beth or Misty. They will issue you a p-card and note the card number you are taking on the request form keeping it until you return the card.
3. When you have completed your purchase and ready to return card, bring your signed and itemized receipt. Morgan, Lauren, Beth or Misty will attach your request form to the receipt and turn into Mr. Cantrell for approval.
4. Non-routine purchases must have Mr. Cantrell's signature on p-card request form before you check out the p-card.
5. Follow same procedures for online purchases as Classroom Budget money.

REMINDERS

- **After losing ONE receipt your p-card privileges will be revoked and you will have to be reimbursed for the remainder of the school year.**
- **Do not allow other employees to use card while it is in your possession. (Prior approval must be given to share one card between multiple employees on one trip)**
- **Do not keep card for long periods of time. (If you are checking out card and using that evening, bring card back next day)**
- **We will not hold the card. First come, first serve.**
- **Email Lauren, Morgan or Beth your Amazon wish list. DO NOT use school's card on your personal Amazon account.**
- **Do not ask for or write down card number at any time. Using the card number without checking out the card will result in loosing card privileges.**
- **Please email Morgan if you are planning on using the card on a purchase over \$500. Daily card limits are set at \$500 and if you do not ask before it will be declined.**
- **The person using the card acknowledges that any unauthorized charges will be personally reimbursed to the school district.**