



**ALBUQUERQUE PUBLIC SCHOOLS**

Chief Business Office

Raquel Reedy  
SUPERINTENDENT

Tami J. Coleman  
CHIEF FINANCIAL OFFICER

July 1, 2018

To: APS Staff

From: Tami J. Coleman, Chief Financial Officer

**Re: Appropriate Use of Procurement Card**

Procurement Cards are used as a payment method for eligible purchases. Due to procurement laws, capital asset policies, funding restrictions, etc., some purchases are not eligible for purchase using a P-Card and must be purchased following the standard purchase order process.

The attached list assists in identifying purchases that are eligible for P-Card purchase. Please review, sign, and return to [pcard.administrator@aps.edu](mailto:pcard.administrator@aps.edu). Once the signed form is obtained, your P-Card will be activated for the next fiscal year.

If you have any questions, please contact Elizabeth Chavez Maldonado at: [Elizabeth.Chavez-Maldonado@aps.edu](mailto:Elizabeth.Chavez-Maldonado@aps.edu).

Attachments

## **P-Card Allowable and Non-Allowable List – 7.1.18**

The following list is NOT all inclusive and is subject to change. Before making your purchase, check Accounts Payable: <http://www.aps.edu/finance/accounts-payable/documents-1> for latest updated list.

### **Examples of allowable purchases**

- Advertising
- Airfare – Must have an approved Travel Authorization Number before purchase is made
- Books from Scholastic Warehouse
- Conference Registration Fee/Seminar/Workshops-local event
- Conference Registration Fee/Seminar/Workshops-non-local event (outside 32 miles) – Must have an approved Travel Authorization Number before purchase is made
- Conference/Seminar/Workshop materials or books for APS ownership
- Dues and Memberships (for example NMASBO)
- Field Trips-Check with location to ensure that they accept credit card
- Food–In accordance with CFO's memo of allowable food purchases
- Food–Culinary supplies for culinary classes
- Lodging–Must have an approved Travel Authorization Number before purchase is made; not for room incidentals
- Newspaper Subscriptions
- Supplies–Less than \$1,000 for total purchase

### **Non- Allowable: Do NOT use the P-Card for:**

- Airline Upgrades/Airline Early Check-in/Airline Early Boarding
- Alcohol
- Amazon
- Apparel (T-shirts, polo shirts, jackets, etc.)
- Bus Transportation
- Cash Advances
- Computers, iPads, iPods, laptops, tablets, Chromebooks, etc.
- Donations/Gift Cards
- Equipment and Furniture–Any amount
- Employee Awards and Gifts (plaques, gift certificates, flowers, etc.)
- Gifts/Giveaways/Novelty Items
- Gross Receipts Taxes on goods
- Holiday Decorations; Flowers; Plants
- Multi-Year Service Agreements or Formal Contracts
- Personal Expenses of any kind–for personal use
- Printers/Scanners-Any amount
- Professional Development/Contracted Services
- Parking (paid for out of pocket and reimbursed)
- Services of any type at any amount
- Software Subscriptions
- Taxi Services, Uber, Shuttle Services, etc., (paid for out of pocket and reimbursed)
- Travel Meals (paid for out of pocket and reimbursed at the appropriate per diem rate)

Date: \_\_\_\_\_

Name of Cardholder: \_\_\_\_\_  
(Please Print)

I have received and reviewed the Procurement Card allowable and non-allowable list dated 7-1-18, and before making purchases will check Accounts Payable: <http://www.aps.edu/finance/accounts-payable/documents-1> for latest updated list.

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**Signature**

**Date**

**Please send completed and signed form to: [pcard.administrator@aps.edu](mailto:pcard.administrator@aps.edu)**