

PROCUREMENT CARD

THINGS I NEED TO KNOW

- US Bank customer service phone number: **1-800-344-5696**
 - To activate your card, you will need the following information
 - Your account number (printed on the card)
 - Your zip code (on the paper your card is attached to)
 - Enter “0000” when asked for the last 4 digits of your SSN
 - Your phone number – this will either be your office number or the main office number of where you work
- Accounting Contacts:
 - Amie Day (435-6777)
 - Pam Heath (841-8708)
 - Julie Beckman (841-8620)
 - Heidi Fraser (841-8620)
 - Haley Konsmo (841-8767)
- All reconciling items and backup need to be turned in to your AP Specialist within 5 business days of the statement issue date.
 - Statement (get it early – register your account online (see below))
 - Account Activity Report
 - Itemized receipts
 - Any other required back-up (prior approval, agendas, attendee list)
- US Bank Access Online – <https://access.usbank.com> – registering your account
 - Click “Register Online”
 - Enter the organization short name: WASD
 - Enter your account number (as it appears on your card)
 - Enter your card’s expirations date
 - Enter your zip +4 code
 - Click on “Register this Account”

*****You will be able to access your statement the same day it’s issued – usually the 25th of each month*****
- Forms, Training, Frequently Asked Questions can be found at –
http://www.puyallup.k12.wa.us/pages/Puyallup_School_District/Departments/Business_Services/Accounting_Purchasing/Procurement_Cards
- **Allowed purchases:**
 - Meeting refreshments
 - Postage
 - Classroom/office supplies
 - Subscriptions, memberships, dues
 - Travel costs (airfare, lodging, registrations, car rental, shuttles)
 - Printing, copying, courier services
 - Registrations fees
- **Disallowed Purchases**
 - Personal and non-district related expenses
 - Service contracts (consultants, guest speakers, performance groups)
 - Repairs
 - Capital equipment (equipment >\$5000.00)
 - Cash or Gas
 - Salaries, wages, benefits
 - Computers, tablets/laptops, software, printers, handheld radios, video projectors, telephones, cell phones, wireless communication devices
 - Meals while on travel status
 - Gifts (flowers, balloons)
 - Charitable contributions