Los Angeles Unified School District
Procurement Services Division
Credit Card Program Unit

P-Card Pre-Approval Form- FY 17-18

Required for purchases of $500 and over

Cardholder Name:	
Location Name:	
Date:	

P-Card purchases of $500 and over should have the Principal/ Administrator or Approving Official's signature prior to the purchase. During reconciliation in SAP attach this signed form to the transaction(s) for which it applies; one form may be used for multiple purchases/transactions.

Requested By:	Description of item(s)	Vendor Name	Expected $ Amt.	GL Account *	Fund	Functional Area	Cost Center No.

Signature of Administrator or P-Card Approving Official (AO) *Print Name of Administrator or AO* *Date*

Commonly Used GL Accounts *

410010 Textbooks - General Purpose	430004 Reprographic Services
420010 Other Books - General Purpose	520002 Travel/Conference Attendance
420040 Other Books - Elementary	530001 Dues and Membership
430010 Instr Material-General Purpose	560011 Rental Of Equipment
440001 Non-Capitalized Equip-All Other	560005 Repair Of Equipment
430001 General Supplies	560006 Maintenance Of Equipment
430002 Advisory Committee Expenses	580002 Toshiba Copier Charges
430003 Maintenance/Operations-Supplies	580012 Contract Bus Services
* - *GL Account is also known as Commitment Item*	590001 Tel, Pager,Postage Fees