

# “IMPLEMENTING “P” CARD USE IN YOUR DISTRICT”



MARCH 22, 2017

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March 2017

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## IMPLEMENTING “P” CARD USE IN YOUR SCHOOL DISTRICT

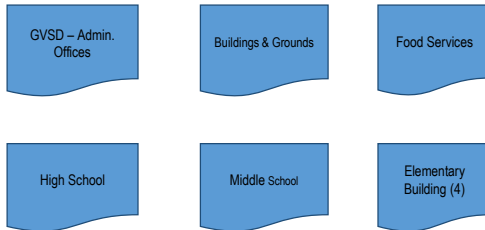
- Map out your district.
- How many cards/users?
- Decide on Limits
- Procedures
- Employer/Employee Contracts
- Training
- Accounting, data entry, software provider
- Audit

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•Map out your district (Organizational Chart)



•Decide how many Users/cards

Office of Superintendent	Business Office	Human Resources	Teaching & Learning	Special Education	Community Relations	Buildings & Grounds	Transportation
Superintendent	Business Manager	Asst. Superintendent	Asst. Superintendent	Director	Director	Director	Supervisor
Secretary	Asst. Business Mgr.	Secretary	2 - Secretaries	3 Supervisors	Secretary	Supervisor-Custodians	
	Secretary		3 - Supervisors			Supervisor-Maintenance	
	Accounts Payable					6 - Head Custodians	
						5 - Maint.	

High School	Middle School	CTES	KDM	Sugartown	GWES	Food Services
Principal	Principal	Principal	Principal	Principal	Principal	Supervisor
2 – Asst. Principal	1 – Asst. Principal	Secretary	Secretary	Secretary	Secretary	Dietician
2-Athletic Director (Team Travel)	1 – Secretary 1-Athletic Director 2 – FCS Teachers					3 - Coordinators
1-Student Services	1 – Student Activity					
Dept. Chairs						
<ul style="list-style-type: none"> <li>• Guidance</li> <li>• Library</li> <li>• Science</li> <li>• Math</li> <li>• World Language</li> <li>• Language Arts</li> <li>• Physical Ed.</li> <li>• Soc. Studies</li> <li>• Student Activities</li> <li>• Drama</li> <li>• Music</li> </ul>						

- Decide on limits
- Groups/MCC – Setup for Custodians/Maintenance
- Procedures
- Contracts
- Training
- Accounting
- Data Entry
- Audit



Questions?