

## Transparency in Government Act Frequently Asked Questions for LEAs and RESAs

**Q.** What if I am already submitting detail purchase card (Pcard) transactions in my Audit History(AHIS)/Payments File?

**A.** Then you do not need to submit a separate PCard Transaction Detail File. For the PCard submission section of the site, confirm zero for amount and at the prompt indicate your PCard Transactions are already included in your AHIS/Payment File.

**Q.** If we submit detail records in the PCard Transaction File, should we take out the total amount in the AHIS/Payment File?

**A.** You should not need to make any changes to your AHIS file. This file should represent a complete general ledger history and needs to total to zero. Also you should not worry about removing the summary payment in the Payments data at this time.

**Q.** What is the definition of a PCard?

**A.** For the purposes of TIGA reporting, a PCard is a purchasing program wherein:

1. The entity uses a bank issued card that is shared by resources to make purchase on behalf of -the entity; or
2. The entity uses a bank issued card that has been issued to specific users within an organization to make purchases on behalf of the entity.

Vendor specific cards such as Home Depot, Walmart, etc. are not considered PCards for purposes of TIGA reporting and do not have to be reported in detail in the PCard Transmission section. However, payments made to vendor specific cards must be reported in your Payment file showing the total amount spent with that vendor.

**Q.** Is there a dollar threshold to consider when submitting detail data for PCards?

**A.** If PCard Transactions for a particular PCard vendor are \$5000 or less you do not have to report these in detail. This amount should still be reported in your AHIS/Payments File.

**Q.** If a BOE issues PCards to individual schools within the district, do you need to report detail transactions for all schools?

**A.** Yes. If a credit card was issued using the BOE Tax ID number then all detail transactions that total \$5000 or more for that particular Bank -Purchase Card must be reported unless the detail is already being reported in your AHIS/Payment file.