



Business and Financial Services
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Washoe County School District

February 23, 2010

To: All Schools and Departments

From: Gary Kraemer
Chief Financial Officer

Subject: PCard travel and meals expenditures

On January 22, 2010 memos regarding FY2009-2010 Budget Expenditure Restrictions froze travel and conference commitments and purchase of food and beverages. **Effective today** merchant category codes for airlines, hotels and dining establishments will be removed from all pcard profiles resulting in the decline of unauthorized purchase attempts.

If you have expenditures authorized by the freeze committee or the superintendent in these categories contact Kelly Case at 348-0264 or Gail Carson at 348-0309 to have the applicable codes temporarily reinstated. Codes will be available for a short period and removed.