

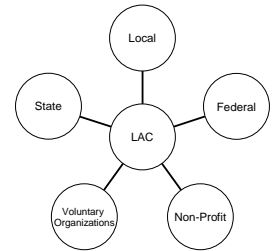
# Local Assistance Center (LAC)

## P-CARD Holder Training

LAC Just-In-Time Training

## Mission

- LACs provide a centralized location for services and resource referrals for disaster-caused needs, assistance and guidance following a disaster or significant emergency.



## P-CARD Holder Position Description

- Purchases
  - Ensure P-CARD purchases are made in accordance with P-CARD Training.
  - Address purchasing policy issues.
  - Get approval for purchases.
- Documentation
  - Obtain and document quotes over \$1000.
  - Access Oracle to enter descriptions, POETA, and verify each transaction before sending transactions to approving official.

## P-CARD Holder Position Description

- Coordinate
  - Work with the Accounting Representative and the LAC Manager to get approval of P-CARD purchases

## Quick Tips

- Sign in
- Obtain P-CARD Holder Vest
- Check in with LAC Manager
- Check in with Oversight Team Purchasing Representative
- Review P-CARD Holder Checklist

## Good Luck

- Remember, the P-CARD Holder is responsible for getting approval for purchases and verifying each transaction before sending transactions to approving official.
- At the end of the shift sign out and return the vest.
- Thank you for your commitment.