

Transparency in Government Act Frequently Asked Questions for LEAs and RESAs

Question 1.

What if I am already submitting detail purchase card (P-Card) transactions in my Audit History (A HIS) / Payments File?

Answer 1.

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

Question 2.

If we submit detail records in the P-Card Transaction File, should we take out the total amount in the AHIS/Payment File?

Answer 2.

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.

Question 3.

What is the definition of a P-Card?

Answer 3.

For the purposes of TIGA reporting, a P-Card is a purchasing program wherein:

1. The entity uses a bank issued card that is shared by resources to make purchases 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 P-Cards for purposes of TIGA reporting and do not have to be reported in detail in the P-Card Transmission section. However, payments made to vendor specific cards must be reported in your Payment file showing the total amount spent with that vendor.

Question 4.

Is there a dollar threshold to consider when submitting detail data for P-Cards?

Answer4.

If P-Card Transactions for a P-Card vendor are \$5000 or less, you do not have to report these in detail. This amount should still be reported in your A HIS/Payments File.

Question 5.

If a Board of Education issues P-Cards to individual schools within the district, do you need to report detail transactions for all schools?

Answer 5.

Yes. If a credit card was issued using the Board of Education Tax I D number then all detail transactions that total \$5000 or more for that Bank Purchase Card must be reported unless the detail is already being reported in your A HIS/Payment file.