

PROCEDURE TITLE:	PURCHASING CARD
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RESPONSIBLE ADMINISTRATOR(S):	VPFA/CMSS
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APPROVED BY:	PRESIDENT

1.0 PURCHASING CARD

- 1.1 The Purchasing Card (PCard) is a University credit card that delegates purchasing power, up to a specific dollar limit, to individual University employees. The Purchasing Card allows the cardholder to charge work-related expenses directly to the appropriate University account.
- 1.2 Only non-student University employees may be issued a Purchasing Card.
- 1.3 Purchasing Cards are not transferable nor may they be shared.
- 1.4 The Purchasing Card may be used for University business purposes only.
- 1.5 PCard purchases must comply with Shawnee State University policies and procedures, particularly those identified in the PCard manual, issued to each cardholder and available at <http://www.shawnee.edu/offices/procurement-services/media/Pcard-Manual.pdf>
- 1.6 A cardholder must comply with all applicable policies and procedures to retain use of the card.
- 1.7 Misuse of the Purchasing Card may result in disciplinary action up to and including termination of employment.

History

Effective: 09/09/11

Reviewed: 10/14/16 with no revision