

INFORMATION ONLY

PROCEDURE TITLE:	PURCHASING CARD
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RELATED POLICY:	4.00REV
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RESPONSIBLE ADMINISTRATOR(S):	VPFA/DIRECTOR OF PROCUREMENT SERVICES
EFFECTIVE DATE:	06/26/2020
NEXT REVIEW DATE:	06/2022
APPROVED BY:	PRESIDENT

1.0 PURCHASING CARD

- 1.1 The Purchasing Card (Pcard- also includes Travel Card) 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 Pcard. Upon completion of the Pcard application with appropriate signatures, Director of Procurement Services will order University employees Pcards.
- 1.3 Pcards are not transferable nor may they be shared.
- 1.4 The PCard may be used for University business purposes only.
- 1.5 A cardholder and Pcard purchases must comply with Shawnee State University policies and procedures to retain use of the card. Any questions that an employee holding a Pcard has about the appropriateness of using the card for a purchase should be raised with the employee's supervisor and/or the Director of Procurement Services before the purchase is made. See list of [Unauthorized Purchases](#) on Procurement Services Pcard web page.
- 1.6 A cardholder must comply with all applicable policies and procedures to retain use of the card. Director of Procurement Services has authority to revoke use of the Pcard.
- 1.7 Misuse of the Pcard may result in disciplinary action up to and including termination of employment.
- 1.8 In lieu of or in addition to disciplinary action, the University may pursue restitution of monies improperly spent with a Pcard.

History

Effective: 09/09/11

Reviewed: 10/14/16 with no revision

Revised: 06/26/2020