

Purchasing and Business Services Manual (PUR)

PUR 201-01: Purchasing Card

Effective: 11/1/1995

Revised: 11/1/2020

Purpose

Define the use of the Purchasing Card to pay for Procurements.

Source

University Policy

Policy

The Purchasing Card (Pcard) may be used as the method of payment for Materials or Services of \$10,000 or less.

The Purchasing Card is a corporate liability card to be used to conduct university business. Use of the Purchasing Card must be in accordance with the [P-card Users Guide](#), as published, and revised from time to time by Purchasing and Business Services. The PCard may not be used to purchase items found on the [P-Card Restricted Purchases List](#).

Department leadership must agree to participate in the Purchasing Card program before cards will be issued to the department staff members and tied to specific cost center funds.

Departments are responsible for timely transaction verification and retention of all card transaction documentation, in accordance with document retention requirements.

Departments are not authorized to use store credit cards or revolving accounts.