

NAME: Purchasing Card Policy & Procedure
ISSUING DEPARTMENT: Purchasing Department
ISSUED DATE:
APPROVING AUTHORITY: President *2 Audin #28*
DATE REVISED: January 20, 2015

PURPOSE

MU's Purchasing Card Program is designed to improve efficiency in the processing of high volume low dollar purchases. This policy defines the limits and acceptable uses of the MU Purchasing Card.

SCOPE

The Purchasing Card Program will reduce the use of departmental purchase requisitions and purchase orders in procuring appropriate items with a cost of \$1,000 or less. The Purchasing Card Program will eliminate the need for petty cash accounts held by departments. This card program is for OFFICIAL UNIVERSITY PURCHASES ONLY.

FORMS

See P-Card Guide for forms information

RESPONSIBILITY

Purchasing Department

PROCEDURE

Mansfield University's Purchasing Card is an internationally accepted Visa credit card issued to authorized University personnel to be used only for business purposes. The purchasing card is primarily designed for small dollar purchases of supplies and merchandise only.

The Purchasing Card is designed to streamline the procurement process. Use of the Card by department heads, departmental secretaries, and other authorized users expedites and simplifies the purchase of goods and supplies and allows department's greater flexibility in procuring needed items.

Use of the Card improves efficiency and reduces costs involved in small dollar purchases eliminating the need to enter and process requisitions, purchase orders or Direct Payment forms. The University receives one monthly invoice for all Purchasing Card charges; eliminating processing of individual invoices and vendor checks.

Refer to the Mansfield University *Purchasing Card Policies and Procedures Guide for Cardholder* located on the Purchasing home page for detailed procedures.

DISTRIBUTION

MU Policies/Procedures Directory will be distributed through the web and maintained by the Purchasing office.