

POLICY

Effective Date: 12/11/2006

Approved By: President's Council

Authority: RCW 43.19.185

Cancels:

See Also: State Administrative and Accounting Manual, Chapter 45
POL-U5348.01 Purchasing With University Funds**POL-U5348.04 ISSUING AND USING A PURCHASING CARD (P-Card)***This policy applies to all employees purchasing with a University P-Card.***Definitions:**

P-Card – The Corporate credit card selected for use by University employees for certain types of purchasing activity.

1. Vice President for Business and Financial Affairs Encourages P-Card Use for Certain Purchases

The P-Card is the preferred method for handling purchases below the designated dollar limit in order to reduce transaction costs to the University.

2. Vice President for Business and Financial Affairs Designates P-Card Dollar Limits

The Vice President for Business and Financial Affairs sets limits for the following:

- a) Dollar volume of purchases which can occur using the P-Card
- b) Daily transaction number
- c) Monthly credit maximum

3. Vice President for Business and Financial Affairs Appoints PCard Executive Committee

The P-Card Executive Committee monitors the P-Card Program.

4. Permanent University Employees May Obtain and Use A P-Card

Only permanent University employees are eligible to obtain and use a PCard.

EXCEPT, the Vice President for Business and Financial Affairs may approve exceptions for shared departmental use, or occasional student use when adequate compensating controls have been established.

5. Employees Must Receive Training Prior to Obtaining a P-Card**6. Financial Managers Must Approve Employee Participation in the P-Card Program**