

[REDACTED]

To avoid or bypass established procurement or payment procedures;  
To replace established travel policies and procedures;  
For personal use;  
For expenditures from Foundation Funds or Agency accounts.

## Guidelines for Use of the Card

All credit card purchases must be made in compliance with University of North Alabama procurement policies and procedures, as well as the Alabama State Bid Law. As a cardholder, you are responsible for all charges made to the card and as one to whom purchasing authority has been delegated to ensure that all purchase activity is conducted in compliance with the NAEB Code of Ethics. Therefore, keep your card secure and protected at all times. Use of the card for personal purchases is strictly prohibited.

Individual Purchasing Cards will have a pre-approved limit of \$500.00 per transaction. Transactions for more than the authorized amount will be denied at the point of sale. Charges may not be split amongst several transactions in an attempt to circumvent these limits or the standard University Procurement policy. Pre-authorization may be granted by Procurement for purchases exceeding \$500 or as defined within University Travel Policy.

Examples of generally acceptable purchases with the card include:

- Purchases less than \$500.00 per card

- (dependent on cardholder's account)

- Purchases for University business
- Purchases for University travel
- Purchases for University maintenance
- Purchases for University supplies
- Purchases for University equipment

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- Obtaining itemized receipts for all Purchasing Card purchases;
- Obtaining additional signatures from supervisor for all travel purchases & including with receipts for approval submission;
- Submitting all charged transactions with appropriate documentation for approval through the web-based system associated with the credit card in a timely manner;
- Retaining all original receipts for at least three (3) full fiscal years.

Tax Exemption

Remind the vendor of the tax-exempt status w

# Appendix A

UNIVERSITY OF NORTH

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## Appendix B

### University of North Alabama Purchasing Card Agreement

University of North Alabama has agreed to provide you with a Purchasing Card ("Card") to make certain purchases on behalf of the University. By accepting the Card, you assume the responsibility to protect the University from unauthorized and improper use of the Card. In recognition of that responsibility, I, the undersigned, acknowledge receipt of the University

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