

PURCHASING CARD UPDATE

May 8, 2007



STATEMENT ENDING 05/07/07

Transaction Adjustments or Reallocations for statement ending **05/07** will need to be processed in Pathway Net by **5:00pm, Friday, May 18th**.

Please do not make any changes to the **05/07** statement in Pathway Net after the deadline. The changes will not be reflected in the JPMorgan Chase download that Business Services will process on the following Monday.

REVISION For OP 72.15 (2a) Purchasing Card Program

Use of the Purchasing Card

All permitted purchases of \$5,000 or less must be made using the credit card subject to the vendor accepting credit cards. Permitted purchases are all categories of purchases except those listed in the Prohibited Uses section below. *(See complete OP for list)*

The purchasing card should be identified as the method of payment at the time the order is placed with the vendor. Contacting the vendor with the purchasing card number after receiving the invoice is considered purchasing without the authority and will be reported as such to the appropriate administrator (see OP 72.01 Purchasing Supplies, Equipment and Services).

Invoices that are past due must be processed through the EPO system. Always verify that any invoice received in the department has not previously been paid or submitted for payment so that duplicate payments may be avoided. Extra caution should be applied to researching invoices that are faxed from the vendor and invoices that are more than 30 days old.

When a department can anticipate that purchases to a single vendor during a fiscal year will exceed \$5,000.00, the purchasing card should not be used to that vendor without the written approval of the Senior Director or the Assistant Director of Purchasing (OP 72.01).