1.0 PURCHASING CARD

1.1 The Purchasing Card (PCard) is a University credit card that delegates purchasing power, up to a specific dollar limit, to individual university employees. The Purchasing Card allows the cardholder to charge work-related expenses directly to the appropriate university account.

1.2 Only non-student University employees may be issued a Purchasing Card.

1.3 Purchasing Cards are not transferable nor may they be shared.

1.4 The Purchasing Card may be used for University business purposes only.

1.5 PCard purchases must comply with Shawnee State University policies and procedures, particularly those identified in the PCard manual, issued to each cardholder and available at http://www.shawnee.edu.

1.6 A cardholder must comply with all applicable policies and procedures to retain use of the card.

1.7 Misuse of the Purchasing Card may result in disciplinary action up to and including termination of employment.