

Purchasing Card

The Purchasing Card is a corporate liability procurement card that looks like a traditional credit card, and is used in a similar manner, but with a named employee or department of Dickinson College (the "College") as the cardholder. The Purchasing Card is simply a procurement and payment method and does not change or modify any existing procurement policies regarding preferred vendors, restricted purchases, documentation requirements, etc.

A Purchasing Card may be used to purchase any authorized goods or services for the College except the following:

- x Anything for personal use or non-

card will not be issued if this form is not signed by the Cardholder and the Cardholder's manager.

Purchasing Card Restrictions

All Purchasing Card transactions must be reviewed and coded by the Cardholder (or the Cardholder's designated proxy) online. The Cardholder is responsible for ensuring all charges made with the card are in compliance with College policies. The Cardholder's departmental Budget Officer/approver must review and approve monthly.

History/Revision Information

Responsible Office/Division: Financial Operations

Effective Date: October 2012

Last Amended Date: June 2019

Next Review Date: Annually in June

Also Found In: