NORTHERN ARIZONA UNIVERSITY	POLICY PUR 302-02
	Section: Orders and Requisitions
	Page 1 of 1
	Responsible office: Purchasing
	Origination date: 07/01/1996
Subject: Purchasing Card Transactions	Effective date: 07/01/1996
Source: University policy ABOR 3-803	Revision date:

PURPOSE

To allow use of university purchasing card (Pcard) for small dollar purchases.

POLICY

PUR 302-02-01: Use of Pcard
University Pcards are issued in the name of University employees and are used to purchase low dollar goods and services.

The generic limit per transaction is $5,000.

Cardholders and Liaisons are required to pass an online training course prior to being issued a Pcard or access to the online banking system. Policies and procedures specific to the use, management and records maintenance for the Pcard can be found in Sections XXX – XXX of this manual.

CROSS REFERENCE

PUR 205-00 Prohibited Purchases
PUR 303-00 Competitive Bidding (Complete Section)