

CONTRACTING AND PURCHASING SERVICES POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY PUR 801-01
	Section: Purchasing Card
	Page 1 of 2
	Responsible office: Purchasing
	Origination date: 01/01/1999
Subject: Introduction	Effective date: 01/01/1999
Source: University policy	Revision date: 09/21/2015

PURPOSE

To provide introductory information regarding the Purchasing Card Program at Northern Arizona University.

POLICY

PUR 801-01-01: Introduction

The Purchasing Card is a corporate liability card. The Purchasing Card is issued to an individual (Reconciler), but the University is responsible for paying the bill.

The Purchasing Card facilitates purchases of low dollar value and contract items. The Purchasing Card eliminates the use of petty cash funds, improves small dollar traditional purchasing processes, reduces the number of requests for travel advances, and eliminates the need to use personal funds. The Purchasing Card allows the purchase of non-restricted commodities directly from merchants without the issuance of a purchase order and without entry of a University Financial System transaction.

With the completion of a Purchasing Card Account Application and a mandatory on-line training session, a Purchasing Card is issued to a reconciler with Northern Arizona University's emblem and the wording "Official Use Only" clearly indicated on the Purchasing Card.

As a State institution, the University is bound by state and federal guidelines and laws. To ensure compliance with these regulations, Reconcilers shall follow the policies of the Northern Arizona University Purchasing Card Training and Policy Manual. Questions concerning compliance of a particular purchase, when not clear, should be directed to Contracting and Purchasing Services.

It shall be the Reconciler's responsibility to safeguard the Purchasing Card to the same degree that an individual safeguards personal credit information or cash.

PUR 801-01-02: Requirements

A Reconciler shall be a University Employee. Only the named Reconciler is authorized to use the Purchasing Card. The Purchasing Card shall be for University business purposes only and shall not be used for any personal transactions. Purchasing Card transactions shall serve the public interest and further the goals of the University. Purchasing Card and general Purchasing policies and procedures shall be strictly adhered to, and failure to comply may result in the suspension of Purchasing Card privileges and/or disciplinary action, up to and including termination. A Reconciler who makes an unauthorized purchase or carelessly uses the Purchasing Card may be liable to the University for the total dollar amount of the unauthorized purchase plus any administrative or legal fees in connection with the misuse.

PUR 801-01-03: Responsibilities

Contracting and Purchasing Services is responsible for administration, Reconciler customer service, bank relations, monitoring, and enforcement of the University's Purchasing Card Program policies and procedures.

CONTRACTING AND PURCHASING SERVICES POLICY MANUAL

 NORTHERN ARIZONA UNIVERSITY	POLICY PUR 801-01
	Section: Purchasing Card
	Page 2 of 2
	Responsible office: Purchasing
	Origination date: 01/01/1999
Subject: Introduction	Effective date: 01/01/1999
Source: University policy	Revision date: 09/21/2015

The Comptroller’s Office and/or the Internal Audit Office shall be responsible for the Purchasing Card Program compliance auditing. The Comptroller’s Office shall also be responsible for the coordination of payment to the card provider JP Morgan Chase.

The department Vice-President, Dean, Chair, or Director is responsible for assignment of a Department Approver to monitor and manage Reconciler activity for the department. The Department Approver shall ensure that the public interest is best served through compliance of the University’s Purchasing Card Program policies and procedures.

The Reconciler is responsible for adhering to the University’s Purchasing Card Program policies and procedures.