PURPOSE

To provide information regarding establishing and changing accounts with the Purchasing Card Program at Northern Arizona University.

PROCEDURES

PUR 801-02-01: Establishing P-Card Accounts
The department shall designate a Departmental Approver. The Department Approver shall complete on-line Reconciler and Approver training, and shall submit a signed Purchasing Card Approver Agreement. The Reconciler shall complete on-line Reconciler training, and shall submit a signed Reconciler Account Application. Completed forms shall be forwarded to Contracting and Purchasing Services.

Contracting and Purchasing Services shall maintain all information pertaining to the Purchasing Card Program.

Purchasing cards shall be delivered to Contracting and Purchasing Services approximately one week after forms and appropriate training is completed. Reconcilers shall sign a Reconciler Agreement acknowledging that they have read, understand and will follow terms and conditions of the Purchasing Card Program, and confirm their receipt of their Purchasing Card.

PUR 801-02-02: Account Changes
The Department Approver may change Purchasing Card account information by submitting a Change Request Form. Fields that may be changed are Reconciler last name, address, phone number, funding source, or temporary spending limits. Single limit increases exceeding $10K require JFR approval in the form of a signature on the Change Request Form or an email to the Purchasing Card Administrator.

PUR 801-02-03: Closing Accounts
To close an existing Purchasing Card account, the Reconciler shall surrender the purchasing card and all supporting purchasing card transaction documentation to their Department Approver. The Department Approver shall immediately notify Contracting and Purchasing Services via e-mail correspondence, destroy the purchasing card and submit a Change Request form to Contracting and Purchasing Services.

PUR 801-02-04: Changes to the Department Approver
Changes in the status of Department Approver shall be communicated immediately to Contracting and Purchasing Services by the department’s leadership. Failure to notify Contracting and Purchasing Services of change shall be considered a violation of Purchasing Card policies and procedures, and may jeopardize further Purchasing Card program participation of the department.
<table>
<thead>
<tr>
<th>Subject: Purchasing Card Accounts</th>
<th>Effective date: 01/01/1999</th>
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<tbody>
<tr>
<td>Source: University policy</td>
<td>Revision date: 09/21/2015</td>
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