PURPOSE

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

POLICY

PUR 801-03-01: What May Be Purchased
Cardholders may purchase goods, services and travel related items that serve the public purpose and further the goals of the University.

The University holds specific contracts for the following commodities that may be purchased under contract pricing on a Purchasing Card.

1. Furniture – All furniture selections are required to be approved through Facility Services prior to purchase.
2. Copiers

PUR 801-03-02: Prohibited Procurements
1. Prohibited items under CMP 401-03 and PUR 302-01.

PUR 801-03-03: Travel
All travel shall be subject to University travel policies and procedures.

1. Purchasing Cards may be used to purchase the following approved travel related items:

   1.1 Airline
   1.2 Railroads
   1.3 Passenger Railways
   1.4 Taxicabs
   1.5 Bus Lines
   1.6 Bridge and Road Fees, Tolls
   1.7 Lodging (no meals/food)
   1.8 Rental Cars
   1.9 Gas and Oil
   1.10 Automobile Parking Lots and Garages
   1.11 Local and Long-Distance Calls, Credit Card Calls, Calls Through Use of Magnetic Stripe-Reading Telephones, Facsimile Services (University business only).

Travel benefits are offered to all University Cardholders. Current benefits offered along with contact information and instructions are contained in the Visa Commercial Guide issued within the envelope of all new p cards. It is recommended that Cardholders keep this guide in their possession while traveling in case emergency services suddenly are needed.

CROSS REFERENCE

Comptroller Policy 401-03
Purchasing Policy 302-01