To avoid or bypass established curement or payment procedures; To replace stablished ravel policies and procedures; For personalise;

For expenditures from Foundation Funds or Agenay counts.

Guidelines for Use of the Card

All credit card purchases ust be made in compliance with University of North Alabama procurement policies and procedures, as well as the Alabama State Bid Law. As a cardholder, you are responsible for although and the cardandas one to whom purchasing authority has been degated to ensure that all purchase activity is conducted in compliance with the NAEB Code of Ethics. Therefore, keep your card secure and protected at all times. Use of the card for personal purchases is strictly prohibited.

Individual Purchasing Cards will have a pre-approved limit of \$500.00 per transaction. Transactions for more than the authorized amount will be denied at the point of sale. Charges may not be split amongst several transactions in an attempt to circumvent these limits or the standard University Procuremen policy. Pre-authorization may be granted by Procurement for purchases exceeding \$500 or as defined within University Travel Policy.

Examples of general <u>Acceptable</u> purchases with the card ude:

•	Purchaselessthan \$500.00 ecard
•	(depurcd
•	P2 3 S Tw (a)4 /Tri 0 /Tps)[(e)-]TJ 0T (I-2 (e)4 -13.62ha)4 (s)-1 (Ou()]TJ (t)-2 (ha)4
•	
•	
•	

•

•

Obtainingitemizedreceipts forall Purchasin@ard purchases; Obtaining additionasignaturesfrom supervisofor all travelpurchases including with receipts for approval submission; Submittingall chargedransactionswith appropriate documentation for approval through the webbased system associated with the credit card in a timely manner; Retainingall original receiptsfor at leastthree(3) full fiscal years.

Tax Exemption
Remind he vendorof the tax-exemptstatus w

Appendix A

UNIVERSITY OF NORTH			

Appendix B

University of North Alabama Purchasing Card Agreement
University of North Alabamahas agreed to provide with a Purchasing Card ("Card") to makecertain purchases behalf of the University. By accepting the Caroba assume the responsibility to protect the University from unauthorized and improperuseof the Card.In recognition of that responsibility, I, the undersigned, acknowledge receipt of the University tatisi(r)+5af(e)74(x3)+64(e)7-5a(e)7-10(x3)+64(e)7-5a(e)7-10(x3)+64(e)7-5a(e)7-10(x3)+64(e)7-10(x3)

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