

Purchasing Card

A Purchasing card is a credit card used by authorized employees to make small dollar purchases on behalf of the COE.

Card users will identify the need to purchase goods and will select the best product at the best price. Users then purchase and receive the product.

At the end of each billing period, users verify card transactions, identify budget account #'s to be charged for each, and attach receipts and submit them to their manager for approval. Details on the Purchasing Card are listed in Appendix A.

Responsibility as a Cardholder

Cardholders at COE are asked to call Wells Fargo immediately if the card is lost, stolen, or missing. The phone number is 1-800-932-0036. Following are guidelines for cardholders:

1. Users must be alert for unauthorized transactions appearing on their statement.
2. Cardholders must dispute any incorrect charges with the vendor directly.
3. Cardholders must keep the card secure and keep the card number confidential.
4. Users must keep receipts to verify purchases and provide back up information in the event of an audit.
5. Statement verification must be returned by the **due date** indicated on the statement.

There are consequences for misuse of the Purchasing Card. If the card is misused it is grounds for disciplinary action or termination. Personal charges are not to appear on the statement.