

Purchasing Guidelines

PURCHASING CARD

The purpose of a purchasing card is to provide an efficient, cost-effective method of purchasing and paying for a small-dollar as well as high-volume, repetitive purchases. The program is designed to shorten the approval process and reduce procurement process paperwork resulting in the reduction of purchase orders, petty cash, manual check requests and expense reimbursements. The goal of the program is to:

- Reduce the cost of processing small dollar purchases
- Receive faster delivery of required merchandise
- Simplify the payment process

For card requests, profile changes, restriction or any other questions, contact:

- Alice Wu, Buyer (408) 453-6855
- Jose Vera, Buyer (408) 453-6657

For statement processing, contact Lauren Nguyen, Supervisor, Accounting Services (408) 453-6557.