

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

PROCUREMENT CARD (P-CARD) POLICIES & PROCEDURES MANUAL

Number 06.04.07

Division Business Services

Date November, 2016

Purpose The purpose of this manual is to establish policies and procedures under which departments of UAH must control the use of the VISA Procurement Cards, issued to their authorized employees to purchase commodities on behalf of the University. This guide is intended to accomplish the following:

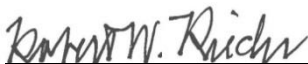
- Ensure purchases made with the P-Card are accomplished in accordance with State, Federal and University policies and procedures.
- Ensure appropriate internal controls are established within each department using VISA Procurement Cards.

Policy All transactions using the UAH Procurement Card must benefit and support the University's mission of education, research and public service. Use of the VISA Procurement Card for personal purchases is strictly prohibited.

Procedures [Procurement Card Policies and Procedures Manual](#)

Review The Business Services Office is responsible for the review of this policy every five years (or whenever circumstances require).

Approval



Chief University Counsel



Senior Vice President for Finance and Administration



Associate Vice President for Accounting & Business Services

APPROVED:



President