

PURCHASING POLICY: POL111 (Replaces POL 110)

TITLE:

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P-card Request Form

not

not

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Gift Card/Gift Certificates

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iii. Approve Transactions

Cardholder

Transactions should NEVER be "Approved" until they are allocated, and receipts are attached.

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not

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NOT

business

never

not

only

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3. APPROVAL MANAGER RESPONSIBILITIES

The Approval Manager is the last line of defense against P-card misuse, inappropriate use of University funds, and errors made by the cardholder