

CARD USAGE

The Internal Accounts Purchasing Card (IA P-Card) can be used for authorized, pre-approved internal account purchases from vendors that will not accept purchase orders. Additionally, the card may be used for online purchases, emergency situations or when it makes better business sense to use the purchasing card instead of an internal accounts purchase order.

The employee should use the card to make only those purchases authorized on the IA P-Card Requisition Form. The card may be used at any vendor that accepts Visa cards. All transactions must be sufficiently documented before a charge can be made on the IA P-Card, including the following:

1. Prior approval from school's administration for all charges.
2. Funds must be available in corresponding internal account (quotes must be provided to the SFA prior to issuance of card).
3. All supporting paper work must be complete (i.e. leave forms).
4. Requisition form must be completed and signed.
5. A list of all travelers is to be provided to school's administration.