



Operations Manual

Governed By: Fiscal	Effective Date: 04/01/2013
Procedure: Vendor Credit Cards # 6	Updated Last: July 2013
Purpose: Ensure that store credit cards are used only for approved purchases.	
Refer to Policy #:	

Summary:

Store credit cards require the use of an approved purchase order. Once the purchase order is approved and assigned a number, the following guidelines should be followed:

- Fiscal staff will notify the requester by email.
- Employee should then go to the fiscal department to sign out for the credit card and receive the approved purchase order.
- Credit card should be returned to the fiscal department by that employee and logged back in, within a week.
- Purchases should be contained to what is referenced in the approved purchase order.
- **Credit cards should never be transferred by inter-office mail.**



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Program or Site:	Effective Date:
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