

Book	Policy Manual
Section	(G) FINANCES
Title	Policy G129 - Procurement Cards
Code	G129
Status	Active
Adopted	June 18, 2014
Last Revised	June 18, 2014
Last Reviewed	June 18, 2014

Policy Number: G129
Title: Purchasing Cards
Section: Finances

I. Purpose

It is the Joint Committee's intent to provide guidance on the proper use of EASTERN's purchasing cards to provide an efficient and cost effective method of purchasing and paying for goods and services.

II. Authority

The Joint Committee authorizes the Director to develop and promulgate procedures for use of purchasing cards governing the following:

General instructions for use of a purchasing card;
Credits and disputed items;
Purchasing card security;
Disciplinary action if the purchasing cards are misused; and
Audit procedures.

Adopted: 6/18/14

See also:
DP G129 - Procurement Cards