

## 1. INTRODUCTION

The Millsaps College Purchasing Card is intended to serve as an important tool in travel and travel related purchases. The purpose of this manual is to provide instructions pertaining to the issuance and use of the Purchasing Card to Millsaps employees.

## 2. GENERAL INSTRUCTIONS - DEFINITIONS

Authorized Approver - The person designated by the Department Head to review purchasing card transactions prior to submitting to the purchasing card administrator. The authorized approver may review charges for one or more cardholders as designated by the Department Head.

Department Head - Vice President, Dean, Director, Department Head or Department Administrator with budget authority.

Cardholder Application - The Millsaps College purchasing card cardholder application form.

Cardholder Agreement Form - The Millsaps College internal purchasing card contract form.

Cardholder - Employee who has been issued a purchasing card.

Card Issuer - Regions Bank

Purchasing Card Administrator - The individual(s) responsible for issuance of the purchasing card and other facets of the Millsaps purchasing card program.

## 3. ISSUANCE OF CARDS

To receive a Millsaps College purchasing card, the employee must complete the cardholder application process and obtain the authorizing signature from his or her Department Head.

### A. Authorization

The cardholder must obtain proper authorization from his or her Department Head prior to being issued a Millsaps purchasing card.

- Department Head will determine the employees to whom they delegate purchasing authority
- Department Head will determine cardholder spending limits
- Department Head will determine default GL account number
- Cardholder will complete the Cardholder Application form
- Cardholder will complete the Cardholder Agreement form
- Authorized Approver will submit all forms to Purchasing Card Administrator

B. Issuance of Cards

The Purchasing Card Administrator will receive the Millsaps Purchasing Card from the Card Issuer. The Cardholder will then be notified to retrieve the card from the Purchasing Card Administrator personally.

C. Card Activation

The Purchasing Card Administrator will then activate the Millsaps Purchasing Card online with the Card Issuer.

4. CARD LIMITS AND RESTRICTIONS

Millsaps College, and not the individual employee, will pay for the purchases made with the Purchasing card. Under no circumstances is it permissible to make personal charges on the card.

Tax Exempt Status

Millsaps College is tax exempt.

Cardholder Spending Limits

The Purchasing Card is designed to be used for travel and travel related purchases. Transactions made using the card eliminate the need for Millsaps Purchase Orders in most cases. The Department Head will determine spending limits during the application process. Changes may be made to the spending limits by the Department Head contacting the Purchasing Card Administrator.