

Purchasing Card Policy and Procedures

Purpose

The purpose of this document is to communicate the policies, procedures, and responsibilities to be followed by University Purchasing Card holders and by those supervising employees who have been issued a Purchasing Card.

Forms

Gift Cards Cardholders are responsible for ensuring that all necessary tax information is available to IWU prior to

Consequences for Unauthorized Purchases, Restricted, and Authorized Purchases and Authorized Purchases Missing a Receipt

Additional Cardholder Responsibilities