

## **Purchasing Card Policy Manual Highlights**

### **Revised 25 Apr 2008**

- 2.7 Appointment Request Form
  - Required for any non-University employee or Student who is issued a purchasing card.
  
- 2.9 (Reminder) The only person authorized to use the purchasing card is the cardholder whose name appears on the face of the card.
  
- 2.11 (Reminder) Procurement must be notified with 48 hours of terminations and transfers (This is a requirement for MasterCard Insurance)
  
- 3.6 Campus specific card requirements
  - Telecom purchases are prohibited for the UMKC campus
  - Fuel purchases are prohibited for the UMKC campus
  
- 3.7 Transactions Requiring Special Documentation or Approval
  - New: Food for non-human consumption – enter the purpose
    - Examples: grocery items purchased for animals or lab experiments, items purchased for props in Theatre productions
  - New: Third Party Payment Providers – i.e. PayPal – enter the name of the party being paid
  - New: Transportation – enter business purpose of the trip
  - New: Gift Cards – enter the business purpose for the card. Must be in compliance with BPM Section 216. May NOT be purchased as a means to pay for goods or services for the University.