

Procurement Cards:

Most departments have a card(s) available for the purchase of goods and limited services falling below the \$5,000 purchase order requirement, with a per transaction limit of \$2,500. Subscriptions to reference materials and conference fees may also be included.

Most purchases at \$5,000 or above still require a purchase order.

- For purchases over \$5,000 for which credit card payment is required by the vendor, most departments should go through the Purchasing Department (Frank Charles or Sonia Rademacher). Please refer Purchasing Policy for more information.

Individual purchase authority will be configured to fit the user/department based upon the types of approved purchases that the user/department has made in the past.

Limited services would include subscriptions and memberships

Conference fees are acceptable; however, any related travel would need to be completed by a card holder with travel-related purchasing authority. Please refer to GFU Travel Policy

Cards held by the President, the Provost and the VPs will continue to be available for the purchase of goods, travel and local meals.

Travel-type expenditures:

For the purchase of ordinary and necessary business travel including transportation, lodging and meals while travelling.

Travelling is defined as being away from your work home overnight.

Individuals in specific departments that travel with students and/or that travel is a necessary function of their job duties will continue to have the ability to purchase travel related expenses and for incidental expenses that could occur while travelling. Examples for these departments would be Advancement, Admissions, Athletics and Juniors/Study Abroad.

component of their GFU mission the department or individual will have the ability to purchase meals/refreshments locally. Examples might be Student Life working with students, HR meeting with employees or Advancement meeting with donors.

This card can be used for:

- Purchasing meals/refreshments for meetings/approved functions.
- Local restaurants for meals/coffee for those individuals that routinely meet with students/employees/donors as part of their GFU responsibilities.

Items that the card should not be used for would be:

- Alcohol included in a personal meal or when students are present (Donor entertainment by Advancement personnel may be excluded based upon our current board approved policy).
- Personal entertainment versus a student group e.g. admittance to an event for a group of students and faculty would be appropriate, individual movie tickets to a show is not.
- Personal items

The business purpose/meeting agenda should be included as back-up for any meals purchased for only two persons, or multiple people from the same department.

Prohibited Card Transactions:

This card cannot be used for the purchase of alcohol.

- Note that there are some exceptions for certain events. These require prior approval from the ELT.

This card should NOT be used for purchasing furniture. The Purchasing Department has relationships with various vendors who provide favorable credit terms. All furniture requirements should be routed to the Purchasing Department.

This card should NOT be used for purchasing IT equipment. Such

