

Date: April 1, 2014

Re: Kinesiology p-card policy

In the spirit of improving our Department's financial management, and keeping more accurate records, we are implementing some simple/common procedures concerning p-card use. Jeannine, Lorenzo, (and myself as a backup) will be the purchasing card holders; please direct requests and communications through Lorenzo or Jeannine (or me as a backup).

1. An email (or written) request prior to purchase must be submitted to Lorenzo or Jeannine indicating:
 - a. What is it?
 - b. How much is it?
 - c. For what purpose?
 - d. Which fund?

2. A faculty member or program coordinator must initiate the request or approve the request. For example, if a student will be making a purchase for a faculty member, the faculty member must send an email acknowledging their approval of the purchase.

3. Get a copy of the card from Lorenzo or Jeannine.

4. Once the purchase is made, an itemized receipt (either paper or electronic) must be submitted to Lorenzo or Jeannine, and the copy of the p-card returned.