To avoid or bypass establishpedbcurement or payment procedures; To replacæstablishedravelpoliciesandprocedures; For personaluse; For expendituresrom Foundation Funds or Agenayccounts.

Guidelines for Use of the Card

All credit card purchases ust be made in compliance with University of North Alabama procurement policies and procedures, as well as the Alabama State Bid Law. As a cardholder, you are responsible for altharges made to the card and as one to whom purchasing uthority has been degated to ensure that all purchase activity is conducted in compliance with the NAEB Code of Ethics. Therefore, keep your card secure and protected at all times. Use of the card for personal purchases is strictly prohibited.

Individual Purchasing Cards will have a pre-approved limit of \$500.00 per transaction. Transactions for more than the authorized amount will be denied at the point of sale. Charges may not be split amongst several transactions in an attempt to circumvent these limits or the standardUniversityProcuremenpolicy. Pre-authorization may be granted by Procurement for purchases exceeding \$500 or as defined within University Travel Policy.

Examples of generall<u>Acceptable</u> purchases with the cardlude:

- Purchasetessthan \$500.00 ecard
- (depurcd
- P23 9 Tw (a)4 /Tri 0 /Tps)[(e)-]TJ 0T (I-2 (e)4 -13.62ha)4 (s)-1 (Ou()]TJ (t)-2 (ha)4 (
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Obtainingitemizedreceipts foall Purchasin@ard purchases;
Obtaining additionasignaturesfrom supervisofor all travelpurchases& including with receipts for approval submission;
Submittingall chargedransactionswith appropriate documentation for approval through the webbasedsystem associated with the credit card in a timely manner;
Retainingall original receiptsfor at leasthree(3) full fiscal years.

Appendix A

UNIVERSITY OF NORTH

Appendix B

University of North Alabama Purchasing Card Agreement University of North Alabamahas agreed to provide u with aPurchasingCard("Card") to makecertain purchases behalf of the University. By accepting the Candu assume the responsibility to protect the University from unauthorized and improperuseof the Card.In recognition of that responsibility, I, the undersigned, acknowledge receipt of the University tatisi(r)=&I(#751(x)+&E((+71(h))0=0.002TC(T(x)000CTCT78004(PW-CZGT0)0)023ETJ(7)+6((x)13.60809.96)+400 68(e)=5500-09(n)=9(0)00((142cb)+