

Office/Contact: Accounting Office

Source: SDBOR Policies 5.4 and 5.21

Link: <https://public.powerdms.com/SDRegents/documents/1722917>;

<https://public.powerdms.com/SDRegents/documents/1722955>

SOUTH DAKOTA STATE UNIVERSITY
Policy and Procedure Manual

SUBJECT: Procurement Cards

NUMBER: 5:6

1. Purpose

This policy and its procedures set forth the conditions for when procurement cards may be used for University purchasing and the procedures for making such purchases.

2. Policy

a. The University Accounting Office is responsible for issuing procurement cards upon request. Only the approved cardholder whose name is embossed on the card is authorized to make purchases with the card.

b. Procurement cards may be used for the purchase of supplies, small equipment needs, and many services in the amount of \$4,000 or less. Purchases may be for state contract items as well as non-contract items (a)-2.3 52 Td[as wre49(u)10.9 (ppl)-4.3.6 ()s]TJ0 Tw 18.293 0 Td[. 4O2(s)TJ.

call the bank through which the card is issued and request a copy of the statement be faxed or emailed to them as soon as possible.

b.