

## **NORTHLAND COMMUNITY AND TECHNICAL COLLEGE**

### **7045 PURCHASING CARD POLICY**

Purchasing cards provide the college with a cost-effective, convenient, and streamlined method of purchasing items for official college business only, thereby reducing the volume of individual payments processed by the college to vendors. A college purchasing card may be issued to college employees, upon their supervisor's approval. Purchasing cards must never be used for personal or for non-college purposes, even if the cardholder intends to reimburse the college. It will be the cardholder's responsibility to safeguard the purchasing card at all times. It is the cardholder responsibility to submit the necessary documentation in a timely manner to the business office for payment processing. Any violation either of MnSCU Board Policy 7.3.3 or Northland Community and Technical College policy may result in suspending the purchasing card.

*Date of Adoption:* 2/8/07

*Date of Implementation:* 2/8/07

*Date & Subject of Revisions:* 7/2/12 – changed title and references from credit card to purchasing card