

COLUMBUS STATE

COMMUNITY COLLEGE

Credit Card Purchase Request Guidelines

Procurement Office

Guidelines for Credit Card Use:

1. The College credit card purchases are for purchases related to College's business only.
2. The College credit card is for use where a purchase order or a check is not accepted by the vendor.
3. International purchase of items such as essential items related to course work or technology.
4. Emergency purchase of goods or services needed to correct or prevent an emergency health, environmental or safety hazard that would impede normal College operations.
5. Funds need to be available at the time of the credit card purchase.
6. Send the vendor contact information, website and etc. to the Procurement Office. Only the authorized Purchasing staff can place orders requiring the credit card number.
7. Purchasing staff will make the final decision on the appropriate use of the card.

Prohibited Items:

1. Personal Items
2. Controlled substances requiring DEA license
3. Employee relocation and relocation-related expenses
4. Items for resale (excluding Bookstore)
5. Food Items
6. Donations to charitable organizations
7. Hazardous Materials
8. Weapons or ammunition
9. Cash Advances

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Credit Card Purchase Request

Initiator _____ Ext. _____

Department _____

Account # _____ Project I.D. _____

Amount \$ _____ Vendor/Website Information _____

Reason for request _____

I have read and understand the Credit Card Purchase Request Guidelines and agree that:

- I will not purchase prohibited items.
- I have confirmed that the vendor will not accept the College's Purchase Order or check.
- I have complied with all other College policies and procedures, including required approvals.
- All information necessary to place the order is indicated above or attached to this request (documentation can be attached after "submit" button is selected).

Initiator Signature _____

Date _____

Approval

Chair/Supervisor _____

Date _____

Dean/Director _____

Date _____

Cabinet (Executive Office) _____

Date _____

P.I. (if project ID indicated above) _____

Date _____

Purchasing Office Use Only:

Voucher # _____

Processed: _____ Confirmation documentation Attached: Yes No

Date: _____ Time _____ Confirmation #: _____

Purchasing Office Signature _____ Date _____

Forward completed form to Procurement & Campus Services, Purchasing Office or email to Purchasing@csc.edu
Please allow 48 hours for processing