



The University approved purchasing card (P-Card) is a University credit card issued in the name of authorized, trained individuals to purchase certain eligible goods and services in support of the University of Toledo. The P-Card is both a procurement and payment tool and provides an effective, cost-efficient method for employees to procure goods and services up to the maximum credit line authorized. All cardholders must use the card responsibly and in a manner consistent with the University's policies and procedures and within the standards of the Ohio ethics law. Personal purchases are strictly prohibited. As a public institution, the University is held to a high degree of public scrutiny and accountability for its business practices. Improper use of the P-Card may result in disciplinary action up to and including termination of employment.

(B) Purpose of policy

Limits for P-Cards issued to research and sponsored funded programs will follow the then current limit as outlined in OMB Uniform Guidance (2 CFR Part 200).

For administrative purchases, University departments are encouraged to limit the number of cards issued and utilize singular cards to support all department employees.

For travel, each individual traveler is required to use a card for travel. Undergraduate and Graduate students are an exception, and should use a department card for travel.

All P-Cards will be reviewed on a scheduled basis for inactivity. If there is no activity in a 12-month period, the Card will be inactivated for nonuse.


(D)

which you or a relative have a financial interest, per University policies on this subject;
and

- Ensuring that sales or use taxes in Ohio or in other states with a sales tax exemption are not charged.

The Card Approver is responsible for:

- Determining appropriate staff members who should be issued a Pcard
- Ensuring departmental funds are available in index account(s) that cardholder will use; reallocating funds if necessary
- Participating in Pcard approver training and acknowledging the requirements;
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| <p>Approved by:</p> <p><u>/s/</u> Sharon L. Gaber, Ph.D. President</p> <p><u>August 13, 2019</u> Date</p> <p><i>Review/Revision Completed by:</i> Controller, Associate Vice President of Finance SLT</p> | <p> n/a</p> <p>Initial effective date: December 1, 2010</p> <p>Review/Revision Date: September 5, 2017, August 13, 2019</p> <p>Next review date: August 15, 2022</p> |
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