

Purchasing Card Policy

Unit: [Procurement Services](#)

Effective Date: 1/1/2017

Revision Date: 7/24/2019

Contact: Kevin Stevens

Title: Director of Procurement Services

Purpose

The purpose of this Policy is to set forth the requirements that must be followed by University of Alabama employees who are purchasing card (P-Card) cardholders.

Policy

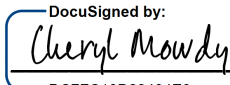
The use of the P-Card as a form of payment for goods and services for University business must comply with all applicable University policies, procedures, guidelines, and/or processes, including the following:

- [UA Spending Procedures](#)
- [UA Travel Procedures](#)
- [UA Purchasing Policy and Guidelines](#)
- [Purchasing Card Procedures](#)

Scope

This policy applies to all University of Alabama employees who are purchasing card cardholders.

Office of the Vice President of Finance and Operations

Signed: DocuSigned by:

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Cheryl Mowdy
Assistant Vice President for Finance and Operations

7/24/2019