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1. PROGRAM OVERVIEW

1.1 PURPOSE

The St. John’s University Purchasing Card Program ("P-Card") is designed to provide a more efficient means of making routine low dollar high-volume purchases and payments by reducing paperwork, allowing for more control and responsibility at the department level, and streamlining the purchasing cycle. This manual outlines the benefits of the program, describes the responsibilities of cardholders and fiscal managers, and enumerates the program's policies.

Cardholders use the P-Card to purchase allowable goods and services and to centralize the billing and settlement. All transactions are automatically loaded into the accounting system, thus reducing the need for purchase requisitions, check requests, and petty cash. To ensure proper account information, the cardholder and designated department administrator must routinely review and approve transactions and make needed adjustments to accounting information and descriptions using a web-based application.

1.2 PROGRAM BENEFITS


b. Streamline the processes for small dollar orders and payments.

c. Enable employees to be more efficient and focus on their core missions.

d. Reduce paperwork and processing time in the employee's department as well as Purchasing and Accounts Payable.

e. Provide cost savings through consolidated payments (one (1) monthly payment to Bank of America versus multiple vendor payments).

1.3 CREDIT CARD COMPANY

The University utilizes a Visa card and has selected Bank of America (BOFA) to provide the P-Card. BOFA's Works™ system offers a web based software solution that simplifies and accelerates the approval and reconciliation process.

2. PURCHASING CARD CONTROLS

2.1 PURPOSE

Effective controls provide departments with reasonable assurance that institutional objectives have been achieved through sound financial management. The Purchasing Card Administrator is available to assist departments with training, technical assistance and financial/operational reviews regarding the purchasing card program.
2.2 REASON FOR THE POLICY

Responsibility for financial control and stewardship of the purchasing card program rests with each department. The department is responsible for ensuring that each cardholder is performing their duties with competence and honesty, and for monitoring the effectiveness of the accountability structure. Through effective controls a department can:

a. Safeguard University assets.

b. Prevent, detect, and correct errors and irregularities.

c. Ensure reliability of financial information.

d. Ensure compliance with purchasing card policies and procedures.

e. Maintain appropriate records in a safe and secure location.

2.3 DEPARTMENT INTERNAL CONTROLS

Each department must establish internal controls sufficient to regulate the department’s purchasing card activities. The responsibility for appropriate use of the card lies not only with the cardholder, but also with the approving department. The purpose of the controls is to prevent errors or fraudulent use of the card. The Department's internal controls should include:

a. Designation and approval of appropriate departmental cardholders.

b. Reviewing all charges billed to a cardholder’s card to ensure that the charges are verified, appropriate and reconciled by the authorized Dean, Vice President, or Budget Administrator of the department.

c. Exceptions to (b.) include Vice Presidents, Senior Vice Presidents, and Deans that report to the Office of Executive Vice Presidents, Provost, and President. Their charges will be approved and closed by full time employees in their respective departments.

2.4 RESPONSIBILITIES OF DEANS, VICE PRESIDENTS, AND BUDGET ADMINISTRATORS

a. Designate cardholders.

b. Approve applications.

c. Ensure that employees who will be issued a purchasing card or have been delegated responsibilities under the purchasing card program meet all program requirements and have duties commensurate with the established spending limits.
d. Ensure that all employees abide by the purchasing card program policies and procedures.

2.5 RESPONSIBILITIES OF CARDHOLDERS

a. Participate in University purchasing card training and sign the Cardholder Agreement to acknowledge the responsibilities of the use of the purchasing card.

b. Abide by all purchasing card policies and procedures when making purchases. Abuse or misuse of this privilege can subject the cardholder to disciplinary action, up to and including dismissal from the University.

c. Ensure the physical security of the purchasing card and protect the purchasing card number.

d. To notify Bank of America prior to excessive use or any travel to avoid interruption of service.

e. Immediately report lost or stolen cards to BOFA, cardholder’s approving Dean, Vice President or Budget Administrator, and the Purchasing Card Administrator.

f. Provide required documentation for each purchase. Forward documentation to the approving Dean, Vice President or Budget Administrator.

gh. Review, verify and assign GL codes for all transactions that have posted to Workstm.

h. Where applicable ensure all T&E transactions charged on the Purchasing Card are entered into GERS. Travel and Business expenses must be reported using the GERS T&E Reporting System within (30) days after completion of travel.

i. Resolve issues on all “flagged” transactions.

j. Identify incorrect or overbilling (such as tax or duplicates), contact merchant directly to resolve issue, and if the issue cannot be resolved enter as a “Dispute” into Workstm (this is in rare instances).

k. Abstain from splitting charges to circumvent delegated authority levels. (See Section 3.6)

l. Upon termination of employment, surrender card immediately to your Dean, Vice President or Budget Administrator

m. Upon resignation of employment or transfer to another position in the University that no longer assumes duties requiring a P-Card, discontinue use of the purchasing card and return the purchasing card to the Dean, Vice President, or Budget Administrator with a Purchasing Card Change/Cancellation Form. Complete Section 5 of the form. Additionally, review and reconcile all outstanding purchasing card transactions prior to your departure or transfer.
RESPONSIBILITIES OF APPROVING DEANS, VICE PRESIDENTS AND BUDGET ADMINISTRATORS

Monitor purchasing card activity of cardholders. Ensure compliance with purchasing card policies and procedures. Immediately report any abuse or misuse of purchasing cards to the Purchasing Card Administrator.

a. Review, reconcile (if necessary), and “sign off” all cardholder transactions in Works™ regularly. Adjust GL accounts charged, if applicable. "Flag" any questionable items on a transaction. Transactions are received on a daily basis from the bank (BOFA) and posted on Works™. Approving Deans, Vice Presidents, Budget Administrators or other designated individuals, must reconcile the individual receipts to Works™. All Approving Deans, Vice Presidents or Budget Administrators are required to date and sign the monthly Payable Allocation Detail Report as verification that the cardholder’s transactions were appropriate and in accordance with policies and procedures no later than the fifth (5) business day of the following month.

b. A Payable Allocation Detail Report must be printed for each cardholder for each billing cycle and signed by the cardholder and approving Dean, Vice President or Budget Administrator. Mandatory information on the report include: Txn Number, Purchase Date, Post Date, Vendor Name, Vendor City, Vendor State, Credit, Debit, Source Amount, Source Currency, Item Description, GL: Org, GL: Fund, GL: Account (in this order). Billing Cycles run from the first business day of the month to the last business day of the month. Receipts for the transactions should be attached to the report and filed in the cardholder’s department. All transactions, reimbursements, statements, invoices, receipts, and supporting documents are subject to review/audit by authorized University personnel and/or authorized independent auditors at any time.

c. Where applicable ensure all T&E transactions are entered and approved in GERS. Travel and Business expenses must be reported using the GERS T&E Reporting System within (30) days after completion of travel.

d. Collect all documentation and follow the University’s guidelines for retention. For further information, contact the Purchasing Card Administrator.

e. Track incorrect and overbilling to ensure proper credit is received. Any discrepancies in billing must be addressed with the merchant directly to resolve the issue.

f. Follow-up on “Disputes”. “Disputes” are issues that could not be resolved with the merchant.

g. In case of employee termination, resignation, or where the employee will no longer assume duties requiring a P-Card (i.e., internal departmental transfer or transfer of duties), ensure the cancellation of the purchasing card, submit a Change/Cancellation Form to the Purchasing Card Administrator, along with the cancelled P-Card. (See Section 2.11)
2.7 ISSUANCE OF PURCHASING CARD

a. The University in coordination with BOFA issues the purchasing card.

b. The purchasing card will include the name of the cardholder, the St. John’s University logo, the University’s name, and the NYS Tax Exempt number.

c. The Purchasing Card Cardholder Application Form must be completed, approved and returned to the Purchasing Card Administrator before the purchasing card is ordered.

d. Cardholders must participate in training before receipt of the card.

e. Cardholders must pick up the purchasing card in person at the Business Affairs Office.

f. Cardholder must sign the back of the purchasing card in the presence of Business Affairs personnel. (Picture ID will be required)

g. Cardholder must be a full-time St. John’s University faculty, administrator or staff member.

h. Cardholder’s approving officials or other designated persons must have participated in training and have Internet access to Works™ to review and approve monthly cardholder transactions.

i. Cards expire every three (3) years on the last day of the expiration month. The expiration month is embossed on the front of each card. Cards are automatically reissued to cardholders who have used their cards within 12 months prior to expiration. BOFA sends the cards directly to the Business Affairs Office. Notification is then sent when cards have been received and are ready to be picked up by cardholders.

2.8 PURCHASING CARD LIMITS

Dollar limits will be set on a case-by-case basis based on need and budget availability. Limits may be increased if a business need exists. Any requests for an increase in dollar limits must be submitted in writing by using the Purchasing Card Change/Cancellation Form by the Dean, Vice President or Budget Administrator for approval by the Purchasing Card Administrator.

Upon request at least once per calendar year the Purchasing Card Administrator will request from each department a Purchasing Card Utilization Report. The report will provide, by department, each cardholder’s name, card limits, and previous calendar year transaction history. The purpose of the report is for departments to manage their purchasing card program including, for example, verifying that cardholders are correct, ensuring that purchasing card limits are appropriate relative to cardholder activity, and canceling any inactive or unneeded cards. Departments must respond in writing to the Purchasing Card Administrator within 30 days of receiving the request, verifying that all cards are needed and limits are set appropriately. Card cancellation and change
requests are to be made using the Purchasing Card Change/Cancellation Form. Departments not responding to the Purchasing Card Administrator will have cards suspended until verifications have been made. The Purchasing Card Administrator will analyze cardholder activity to determine that spending limits are consistent with usage. Where exceptions are noted, the Purchasing Card Administrator will work with the Departments to set appropriate limits.

2.9 PURCHASING CARD SECURITY

Cardholders are responsible for the proper use and safeguarding of cards issued to them. The card number, the card itself, and all documents related to the card transactions must be treated with security at all times. The only person authorized to use the purchasing card is the cardholder whose name appears on the face of the card. Under no circumstances may a cardholder allow another individual to use his or her purchasing card.

2.10 LOST, STOLEN OR MISPLACED CARDS

In order to protect the University's interest, lost or stolen purchasing cards must be reported to BOFA at 1-888-449-2273 (when prompted the 16-digit card number must be entered) 24 hours/day, 7 days/week, the cardholder's Dean, Vice President or Budget Administrator, and the Purchasing Card Administrator.

2.11 CARDHOLDER TERMINATIONS AND TRANSFERS

Cards must be cancelled immediately for employees who resign from the University, transfer to another department or assume different duties that do not require the use of the purchasing card. Cards must be cancelled immediately upon termination for employees terminated for disciplinary reasons. The supervisor must collect the card at the time that the employee leaves and immediately notify the Purchasing Card Administrator.

A Purchasing Card Change/Cancellation Form must be sent to the Purchasing Card Administrator along with the destroyed card.

3. PURCHASING CARD POLICIES AND PROCEDURES

3.1 RESPONSIBLE AUTHORITY

The authority to set and enforce purchasing card policies and procedures lies with the Office of Business Affairs. When a business justification exists, exceptions to the purchasing card policies and procedures may be granted upon request from a department in writing and with written approval from the Purchasing Card Administrator.
3.2 ALLOWABLE PURCHASES

The University purchasing card may be used for dues, membership, subscriptions, misc. supplies and other services. **All purchases must be made in accordance with established University policy.** All purchases made with the purchasing card must be for expenses associated with official University business. Use of the purchasing card for unauthorized, inappropriate, or personal items may result in penalties as indicated in the University Purchasing Card Policy Manual. (Section 4: Penalties.)

3.3 PAYMENT SOLUTIONS

The purchasing card is designed to be a tool for making both purchases and payments. At times, there may be a benefit to the University to expand the use of the card to make purchases or payments, which may require an exception to the purchasing card policies and procedures. Such exceptions must be pre-approved in writing by the Purchasing Card Administrator.

3.4 PROHIBITED PURCHASES

The following is a partial list of items that CANNOT be purchased with the P-Card. This list is not all-inclusive. If there are any questions about whether or not the P-Card can be used for a particular product or service, please contact the Purchasing Card Administrator. Exceptions to the partial list will be handled on a case by case basis.

- Animals
- Cash Advances, Money Orders
- Charitable Donations
- Chemicals
- Computer Hardware and Peripheral Equipment
- Construction, Renovation or Installation Services
- Gift Cards
- Leases/Rentals requiring a signed agreement
- Liquor Stores
- Maintenance/Service Agreements requiring a signed agreement
- Medical Services
- Motor Vehicle Violations
- Narcotics and other Drugs
- Personal Purchases
- Professional and Consulting Services
- Radioactive and Hazardous Material
- Sales Tax
- Software Licensing Agreements

In addition, to the above all goods and/or services where the University has a University-wide contract or program in place.

- Coffee and Water Services
- Fax Machines
- Flooring
3.5 REQUIRED DOCUMENTATION

All expenses of $25.00 or more must be evidenced by a valid receipts or invoices showing proof of purchase. A receipt or substitute documentation must support each purchase. If a receipt shows a limited amount of information or only has part numbers, added information from the Cardholder is beneficial.

The preferred documentation is listed below in order of preference:

a. An original receipt from the vendor including:
   Vendor Name
   Transaction Amount
   Date
   Itemized description of item(s) purchased.

b. Copies or facsimiles of the original receipt.

c. A packing slip or other documentation received from the vendor.

d. A print-screen or order confirmation e-mail, when making Internet purchases, or a copy of an order-form that was mailed to a vendor to request an item.

e. If a cardholder is unable to obtain the above listed preferred documentation, a completed Replacement Receipt Form shall be completed documenting the transaction and verifying it was for official business. Missing receipts and other pertinent backup documentations of more than three times in one fiscal year can lead to card use suspension.

3.6 SPLITTING PURCHASES

The splitting of purchases with the University purchasing card is prohibited. Splitting is the practice of using multiple purchasing card transactions to circumvent authority levels, bypass University competitive bidding requirements, or avoiding maximum authority levels.

3.7 SALES TAX EXEMPTION

The University is tax exempt and should not pay sales tax. The cardholder is responsible for insuring that sales tax is not charged at the time of purchase. Some suppliers may request a copy of the tax-exempt form. Tax exemption forms for New York and a number of other states can be found and downloaded from the University’s intranet under the Employee Resources Tab below the Travel Resources Heading, Tax Exemption certificates.
4. PENALTIES

4.1 RESPONSIBILITY

Cardholders are responsible for and accountable to the University for all purchases made with the purchasing card and they must adhere to all University and department policies regarding its use. All purchasing card purchases must be for official University business only. Cardholders may not make non-University travel arrangements with the Purchasing Card. Any employee who fails to use the purchasing card properly or abuses the use of the purchasing card shall be subject to the cardholder penalties listed in section 4.2 and may be subject to disciplinary action, up to and including dismissal. The University will seek restitution for any inappropriate purchases made with the card. All cases of misuse or abuse of the purchasing card must be documented by the department and the Purchasing Card Administrator shall be informed in writing.

All Bank of America Works Users (Cardholders/Approvers/Budget Administrators/Proxies/Administrative Assistants) are responsible for and accountable for their portion of the transactional review, confirmation, and reconciliation process. Responsibilities include but are not limited to review transactions, confirm transactions, assign general ledger codes, sign off transactions, comment on transactions, close transactions, and reconcile reports with receipts.

4.2 CARDHOLDER PENALTIES:

When policy violations by a particular cardholder are identified during the approving Dean, Vice President or Budget Administrators review of the monthly transactions, the following process shall be followed:

a. If a single abuse occurs by a particular Cardholder, issue a warning and inform the Purchasing Card Administrator in writing.

b. In the second instance of abuse, notify the Purchasing Card Administrator and suspend the card for at least one (1) billing cycle.

c. If problems continue after the card is reinstated, the card shall be cancelled.

d. A Dean, Vice President or Budget Administrator can skip all of the steps if the incident is severe enough and suspend or cancel the card permanently.

e. The Purchasing Card Administrator can impose the same penalties stated above if problems are found during department reviews. If warnings are issued by the Purchasing Card Administrator, the Cardholder and the approving Dean, Vice President or Budget Administrator will be notified.
f. If an Approving Official is not the Cardholder’s supervisor, he/she has a responsibility to notify the Cardholder’s supervisor of any policy violations.

4.3 DEPARTMENT PENALTIES

The Purchasing Card Administrator may impose penalties for any of the following occurrences:

a. If transactions are not reviewed, verified, assigned GL codes, and signed off in Works™ by the Cardholder, Approving Dean, Vice President, and Budget Administrator by the last business day of the month. Note: The billing cycle ends on the last business day of each month and transactions are uploaded into the Banner system on the first business day of each month.

b. If transactions are not reviewed, verified, assigned GL codes, and signed off in Works™ by the Cardholder, Approving Dean, Vice President, and Budget Administrator by the mid-month deadline established monthly by the Purchasing Card Administrator. Note: This deadline ensures that pending transactions from the prior month are addressed; ensures the Cardholder attends to incorrect/duplicate billing in a timely manner; allows all Users to be current in case of end of month technical difficulties and employee absenteeism.

c. Repeated Cardholder abuse and/or department abuse.

d. Improper and Incomplete Documentation.

When penalties are imposed the following process will occur:

a. For the first transgression, a warning will be issued to the Approving Dean, Vice President or Budget Administrator.

b. If not corrected after a second review, the Dean, Vice President or Budget Administrator will be contacted and cards for the entire department may be suspended.

c. After a third review, cards may be cancelled.
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Purchasing Card Administrator  
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Director, Accounts Payable  
Business Affairs Office  
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Fax: (718) 990-5935  
E-Mail: uestaev@stjohns.edu

Bank of America  
Cardholder Customer Service  
(for lost, stolen, or misplaced cards)  
24 hours/day, 7 days/week  
Domestic: 1-888-449-2273  
International: 1-509-353-6656

FRAUD DEPARTMENT: 866-500-8262
St. John’s University – Purchasing Card Program
Purchasing Card Application

Cardholder Name: ____________________________ Department: __________________________

Campus & Office Location: ______________________ Phone: _____________________________

Employee X#: ______________________________ Email: _______________________________

Budget Codes: Default Account Code: Org __________ Fund __________ Account __________
Note: If more space is needed for codes, attach an additional sheet.

Purchasing Card Credit Limits:
Credit Limit (Dollar Limit Monthly) $ ___________ Single Transaction Limit $ ___________

Supervisors/Managers and Budget Administrators are responsible for the review and/or allocation of GL codes and their distribution in the Bank of America Works™ Online System.

<table>
<thead>
<tr>
<th>Approver (Manager) Name and X#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Administrator (Accountant) Name and X #</td>
</tr>
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<table>
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<tr>
<th>Cardholder Proxy and X#</th>
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<td>Approver (Manager) Proxy and X#</td>
</tr>
<tr>
<td>Budget Administrator (Accountant) Proxy and X #</td>
</tr>
</tbody>
</table>

We, the undersigned, request that the above individual be issued a Purchasing Card based on the above information. We have read the Cardholder Agreement and agree to all the terms and conditions stated therein.

Signature ____________________________ Date __________________

Appruver

Budget Administrator

DO NOT WRITE BELOW THIS LINE

Purchasing Card Administrator Approval ____________________________ Date: _________________
I agree to the following regarding my use of the St. John’s University Purchasing Card:

1. I understand that under no circumstances will I use the card to make personal or non-work related purchases, either for myself or for others.

2. I understand that I will not request or receive cash from suppliers as a result of exchanges or returns.

3. I understand that I am the only individual authorized to use the card assigned to me. It is not transferable to any other individual.

4. I understand that I cannot use the card to purchase any item on the Unauthorized Purchases list and/or that is in violation of any other University policy.

5. I understand that failure to complete the additional reporting requirements or follow account restrictions for any item appearing on the Restricted Use list will result in loss of card privileges.

6. I understand that St. John’s University can terminate my right to use the card at any time, for any reason. I agree to return the card to my department administrator immediately upon request from the Purchasing Card Administrator’s Office, my transfer to another department, or termination of my employment.

7. I have reviewed the Purchasing Card Policies and Procedures Manual, and agree to follow the established policies, procedures and guidelines when using the card. Failure to do so may result in revocation of my user privileges or other possible disciplinary actions, up to and including termination of employment.

8. I acknowledge and agree that, should I violate the terms of this agreement or fail to comply with the procedures and guidelines set forth in the purchasing card manual by using the card for non-university purchases or business, I shall be required to reimburse the University for all costs and expenses incurred by the University in connection with such misuse.

9. I certify that I received my card on this date from the Business Affairs Office.

________________________________________  ________________________________
Cardholder Name (Print)                    Purchasing Card Account Number

________________________________________  ________________________________
Cardholder Signature                       Business Affairs Office (Signature)

________________________________________  ________________________________
Department Date                            Date
St. John’s University – Purchasing Card Program
Purchasing Card Change/Cancellation Form

Cardholder Name: ___________________________ Department: __________________________

Please check the appropriate box for item requiring a change and provide the requested information.

1. [ ] Cardholder name change to: __________________________________________
   (Item 1 does not require managerial signatures)

2. [ ] Department change to: __________________________________________

3. [ ] Temporary spending limit change  [ ] Permanent spending limit change
   Start Date _____________  End Date ________________
   Monthly Limit $__________  Start Date ________  End Date ________
   Single Transaction Limit $__________  Start Date ________  End Date ________

4. [ ] Close/Cancel card  [ ] Place card on temporary hold
   Reason:_________________________________________________________________

5. [ ] Request a Replacement Card  Reason: __________________________________

Supervisors/Managers and Budget Administrators are responsible for the review and/or allocation of GL codes and their distribution in the Bank of America Works™ Online System.

<table>
<thead>
<tr>
<th>Approver (Manager) Name</th>
<th>Budget Administrator (Accountant) Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

We, the undersigned, request that the above individual be issued a Purchasing Card based on the above information. We have read the Cardholder Agreement and agree to all the terms and conditions stated therein.

Signature ___________________________ Date _____________

Approver

Budget Administrator

DO NOT WRITE BELOW THIS LINE

Purchasing Card Administrator Approval ___________________________ Date: _____________
St. John’s University - Purchasing Card Program
Replacement Receipt Form

Date of Purchase: ______________________________

Merchant Name: ________________________________________________________________

Method of Purchase:  ____ Telephone  ____ Fax
                     ____ Storefront  ____ Internet

Other: ________________________________________________________________

Description of Purchase:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Purchase Amount $ __________________________

Receipt was (check one) _______ Lost _______ Not Obtainable

I, ________________________________, the undersigned do certify that the above
(print name)
purchase was made for official University business.

___________________________________________  ________________________________
Cardholder Signature  Date

___________________________________________  ________________________________
Supervisor Signature  Date

___________________________________________  ________________________________
Budget Administrator Signature  Date