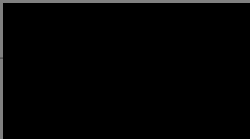


Procurement Card Rules & Guidelines



Harsha

Rules and Guidelines Effective February 2020, Updated Receipt Requirements effective April 2020

Applicable Employee Classes All
Florida Tech Employees

Date

Signed by

Bewersdorf, CFO

Florida Institute of Technology's Visa Card program is administered by Bank of America for individual and departmental procurement cards (p-card). Departmental cards will be held by the department and each

department is responsible for signing the card in and out when offering to a department member for use. Each department card must be assigned to one designated person and associated with their #900 for Workday. Contact Bank of America immediately if your card is compromised, lost or stolen (888-449-2273 24-hour customer service) and inform the Procurement Services p-card coordinator as soon as possible. Cardholders can

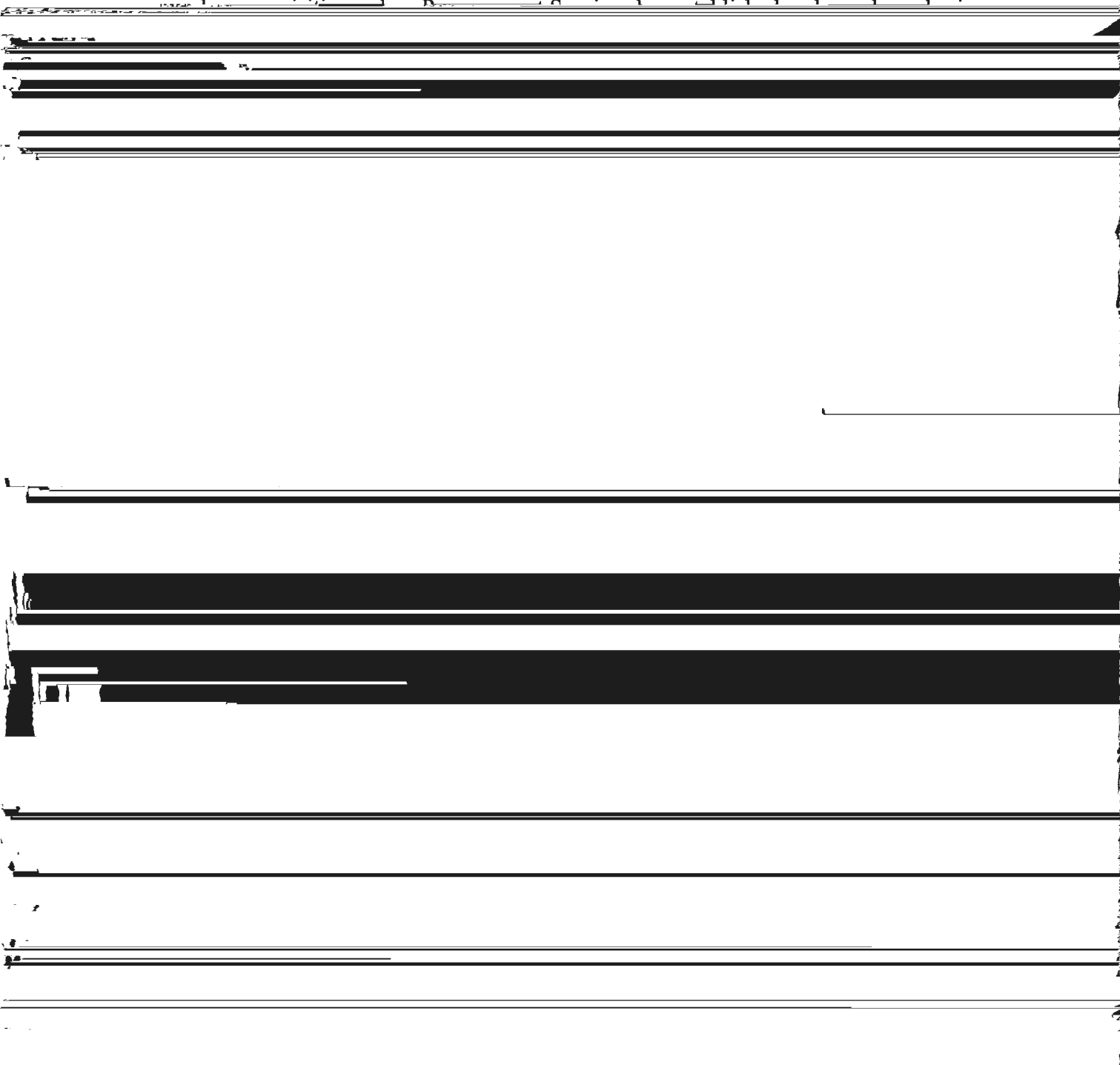
- The FIT tax exempt card is to be used for University purchases only. No personal purchases can be made using FIT's tax exemption. The IRS considers misuse of tax exempt status to be a tax fraud offense.
- Purchases may be made by phone, internet or in store.
 - When ordering online, instruct the supplier to put your name and department name on the outside of the package.
 - If an item is delivered damaged, broken, incorrect or does not arrive, contact the vendor immediately to resolve the issue. If you have any difficulties, call Procurement Services for assistance.
- Purchases for airline tickets, hotel reservations and car rentals (which are for company business) are to be with-in your monthly limit. **Note:** The limits on your P-card for airfare, hotel and car rental may be raised

to Procurement Services.

If paying for a purchase with Pay Pal or Square, documentation regarding the details of the purchased item(s) and vendor must be included with the receipt.

If a vendor requires the use of a mobile pay other than Pay Pal, contact Procurement Services **before making the purchase**

- Hazardous chemicals/radioactive isotopes/laser, etc. These items must be ordered through a

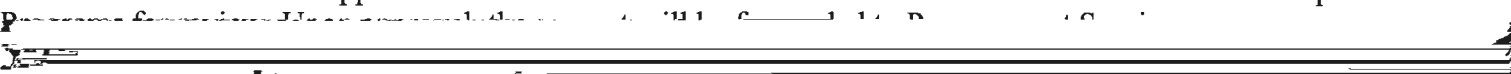


outlined with the department. These items will be tracked and logged for safety through the Department of Environmental & Regulatory Compliance.

- Any software or technology subject to the jurisdiction of the **International Traffic in Arms (ITAR)**, as enumerated on the United States Mun (e.g. firearms, certain infrared cameras, certain UAVs, etc).

Grant Restricted Funds

All Procurement card applications for RESTRICTED FUNDS must be submitted to the Office of Sponsored



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