



# Arts and Sciences

## **Policy Notice:**

In an effort to assist our units with handling the special needs brought to the attention of Purchasing, they have made the determination that temporary employees who meet the following requirements will be allowed to obtain University purchasing cards:

1. Full-time temporary employees working an average minimum of 30 hours per week over a 12-month period
2. Full-time graduate students working an average of 20 hours per week

We hope this provides you with increased efficiencies in handling your purchasing needs. Included below are general procedures which must be followed in order to ensure the continued integrity of our Purchasing Card Program.

## **Procedures:**

1. Each department will be responsible for identifying full-time temporary employees or full-time graduate students meeting the stated criteria prior to submitting the purchasing card application.
2. Once the application is received by Purchasing, the employment status will be verified with Human Resources.
3. The applicant will be contacted to attend purchasing card training.
4. After receiving training, the approved purchasing card application will be processed, and the card will be mailed directly to the cardholder at the statement address as indicated on the application.
5. In the event, the cardholder is no longer working full-time hours as a temporary employee or a full-time graduate student, or if the cardholder leaves employment at the university, the liaison must follow procedures as outlined in the Purchasing card manual. The liaison must immediately request in writing that the purchasing card administrator cancel the card. If the card is still in the university's possession, the liaison must collect the canceled card, cut the card in half and forward it to the purchasing card administrator along with the Purchasing Card Cancellation Form.
6. All university [purchasing card policies and procedures](#) must still be followed.

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