

DEPARTMENT PURCHASING CARD

- ❖ This guide was created to help a Department Cardholder be responsible and aware of the differences between this and a personal Purchasing Card.
- ❖ Department Cards must still be reconciled in Concur but can be combined in the one report that the employee submits.
- ❖ If someone is using the Dept. Card that is not listed as the card holder they must fill out a temporary cardholder form and send it to the Disbursements Office and keep a copy in the department.
- ❖ Department Cards cannot be used to buy travel for employees that do not have their own personal Purchasing Card.
- ❖ Department Cards should be assigned to an individual cardholder but should not have an employee's name on the card. It should say "FSU Department".