

Introducing the UNC Charlotte Purchasing Card

The Department of Materials Management is planning to implement a Purchasing Card program in the fall of 2009.

In partnership with Bank of America, the Purchasing Visa Credit Card will enable departments to contact the supplier directly, to place orders quickly for items under \$2,500. Below is a list highlighting some of the approved items you will be able to purchase with the new Purchasing Card:

- Supplies (Office, Lab, Medical, Maintenance, Educational).
- Subscriptions, publications, books and video tapes not available at the bookstore.
- Dues/fees for approved seminars and institutional memberships in professional organizations.
- State contract items purchased through state contract vendors.
- Travel for authorized business expenses – Airfare, Hotel, Car Rental, etc.

The Purchasing Card will save processing time and money and reduce overall costs to process Purchase Orders and Invoices for low-dollar items. Through this new program, all petty cash funds on campus will eventually be eliminated and the purchasing process streamlined. Easy access to web-based tools will be provided for cardholders to manage their accounts, provide paperless statements and visibility to their purchase history to assist in managing expenses/budgets.

In addition, the University will receive rebates from Bank of America for the purchases made under this program which will be a win-win for everyone.

The University is implementing this program in phases to ensure the process runs smoothly before fully rolling out the program. The program will be initially launched with a pilot group of selected departments that traditionally purchase low dollar high volume items.

Continue to watch this site for continuing information on this exciting program and how you will be able to apply for a Purchasing Card or contact Germaine Chisholm our Purchasing Card Administrator at 704-687-5435.