

Skidmore College sponsors a procurement card (Department P-Card) program that allows

by Skidmore employees for purchases that are normal and
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refer to the Skidmore Travel and
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Skidmore requires Department P-Card holders to obtain and promptly enter sufficient documentation into Oracle Cloud to support the purchase, including detailed receipts and explanation to support the business purpose of each purchase on your card. Sufficient documentary evidence is necessary in order to comply with College policies, sound business practices, and the requirements of the IRS. Documentation is retained within Oracle Cloud.

Department P-Cards may not be used to purchase goods and services for personal use.

Some examples of items ___ allowed to be purchased on the Department P-Card:

Travel & Entertainment related expenses.

The expenditure was (or will be) reimbursed from another source.

For Example, a department may not use the P-Card for an expense that will be paid back by employee contributions, such as a gift for a retiring co-worker.

Medications for individual offices – e.g. aspirin, cold medicine, cough syrup.

The purchase of meals for regular staff meetings.

Purchase of clothing for department members (unless a required uniform) is not permitted.

This list is not intended to be all inclusive, but to provide examples of items not allowed.

Financial Services routinely audits purchases on P-Cards. If during your own review of transactions, suspicious charges, items indicative of a personal purchase, or items that are not allowed to be purchased are noticed, please contact Jen Barthelmas in Financial Services jcapron@skidmore.edu (518) 580-5828 to confidentially discuss the purchase. It is important to remember that the Cardholder has accepted the responsibility of accounting for each transaction on behalf of the department and the College.