Policy & Procedure
Use of University Procard in Fisher Chemistry Stockroom located in LGRC

Policy: To insure authorization is current for Procard charges at the Fisher Chemistry Stockroom located in the LGRC.

Procedure:

1. Each academic year any Procard holder that wants to allow Grad Students and/or University staff to utilize their Procard for purchases in the Fisher Chemistry Stockroom to pick-up supplies for their area must complete a Chemistry Stockroom Registration form.

2. The completed registration form is sent to the Fisher stockroom by the cardholder on or before the time the designated person requests supplies for the 1st time.

3. Fisher will utilize the Chemistry Stockroom Registration Form as required under this Policy and Procedure for the proper use of University Procards by Staff/Faculty/Grad Students in the Fisher Chemistry Stockroom.

4. No purchases will be allowed for anyone that is not on a current registration form. If Fisher allows purchases to an unauthorized person, the University will not be liable for the costs of the items.

5. Failure to abide by this policy will be considered a breach of Procard policy and reason to revoke the individuals Procard.

END OF POLICY & PROCEDURE

REV SEPTEMBER 2014