

University of Minnesota Duluth Library Purchasing Card Policies

Storage of purchasing card and receipts

Staff should keep their purchasing card(s) in a locked drawer at their workstation. Staff should not carry their purchasing card in their purse or wallet except when needed to make a specific purchase. After a purchase is made, the purchasing card should be returned to the locked drawer as soon as possible.

Purchasing card receipts may have the purchasing card number printed on them and should be kept in the locked drawer with the purchasing card.

Use of purchasing card

All purchases made with a purchasing card must have supporting documentation and appropriate approvals, such as a supply order request form with a coordinator signature and Administration signature (if needed).

Internet Auction/Bid Purchases, e.g. E-bay

The Library does not permit the purchasing of books, serials, supplies and equipment by internet auction due to the volatile nature of purchasing in this venue, the considerable time involved in bidding and monitoring bids, the questionable quality of items offered, and the uncertain reputation of sellers.