Georgia State University Policy

5.30.05 Departmental Charge Card Purchases (22-00-17.1)

Policy Summary

Georgia State University allows the purchase of miscellaneous items such as paper, folders, binders, etc., from such organizations as the University bookstore through the use of a departmental charge card (Green Card).

Full Policy Text

Georgia State University allows the purchase of miscellaneous items such as paper, folders, binders, etc., from such organizations as the University bookstore through the use of a departmental charge card (Green Card).

Administration of Policy

Mandating Authority: Unknown

Responsible Office(s): Accounting Services, 400B Sparks Hall, 3-3070

Responsible Executive(s): Unknown

Policy History

Approving Body: Unknown

Rationale or Purpose

none given.

Additional Information

Requests for the use of a departmental charge card are made to the Accounting Services Office which authorizes and prepares the departmental charge card (see Appendix 20-1 for application). The department requesting a departmental charge card should make a request by memo or e-mail to the Accounting Services Office. The request should come from appropriate personnel such as a
department head or business manager. Individual departments will have the responsibility to decide which persons within their departments will be authorized to use the departmental charge card. Items purchased with the charge card and charged to a sponsored project must be allowable and in accordance with applicable guidelines.

**Additional Helpful Resources**

http://www.usg.edu/business_procedures_manual/section3/C1127/