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Procurement Cards for Affiliates – New Approval Requirement [1]

February 27, 2025 by Staff [2]

Effective February 1, additional campus-level approval will be required on Procurement Card applications and/or critical account updates (limit changes, org updates, etc.) submitted by affiliate fiscal staff or any other non-employee affiliate/person of interest (POI). Applications and updates will automatically route for this additional campus approval through the Controller's office when submitted in Concur Request. The Commercial Card Office will then process new accounts and critical account changes only with that additional campus approval granted on the Request.

Commercial Cards [3]
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