Program Procedures

Amex GP-Card Policies and Procedures

A. REQUEST/ISSUANCE OF GP-CARDS

1. If it is determined that a GP-Card is needed, an Access Key and instructions to apply online will be provided by the Program Administrator (PA). This Access Key is necessary when completing the on-line application located at www.americanexpress.com/corporate services.
2. Certain individuals will not be permitted to receive a GP-Card i.e. Contract employees, students, temporary employees, an employee on leave from the University, a Web Re-con untrained employee, and anyone who has previously had their GP-Card revoked.
9. Once approved, the cardholder agreement must be signed in order to receive the card and/or access to the recon tool. The GP-Card will only be distributed after all necessary documents have been approved and signed.
4. The PA is responsible for instructing cardholders in the proper use and responsibilities of the GP-Card.
5. Business Services, Sponsored Programs, and/or CPC are responsible for monitoring cardholders in the proper use and responsibilities of the GP-Card.
6. A GP-Card is identified to a specific cardholder within a specific department and charges made to the GP-Card default to a specific departments fund number. Charges to grant fund numbers, within a specific department, can be accommodated during the reconciliation process.
7. All purchases made using the GP-Card MUST adhere to all guidelines provided and mandated by the sponsors of the grant for allowable, allocable, reasonableness, and consistent treatment. Use of the GP-Card will be guided and informed by the applicable Office of Management and Budget (OMB) Circulars (i.e., A-21, A-110, and A-133), specific agency guidelines, as well as, policies and procedures set by the University Administration and Office of Sponsored Programs.
8. All purchases made using the GP-Card MUST have PI or delegate approval (via email or written confirmation). Approval must be filed and presented during any and all audits.
9. Cards will automatically be renewed/issued upon expiration. The PA will distribute these directly to the cardholder. Cardholders must relinquish the GP-Card immediately upon retirement, termination of employment, re-assignment, re-location, or upon the request of

    Departments should advise who will be the responsible cardholder of department cards when there is a change in personnel.

B. CARD USAGE PARAMETERS

1. The default limit setting on the GP-Card for procurement of goods and services is $4,500 per transaction and $50,000 monthly. The business manager of the cardholder may request a higher or lower limit as appropriate. If the business manager needs to request an increase in his/her own GP-Card limit, that request should be directed to Business Services.
2. The GP-Card is

Do not supersede departmental procedures, if any, to obtain authorization to make a purchase when using the GP-Card.

4. Determine if the GP-Card is the appropriate method to use for acquiring the goods or services needed. (See the attached list of prohibited purchases).

5. Prior to your purchase, determine if there is a preferred vendor for the goods or services that are to be acquired. This list can be found at www.slu.edu/x28698.xml (click on Vendor Listing) or contact the Purchasing Agent. These are pre-selected vendors based upon a variety of parameters - quality, special discounts or rebates that may apply. When preferred vendors are used, the institution can leverage purchases to maximize the value to the university (i.e.: preferred quality, pricing, enhanced customer service and timely delivery).

6. The University is exempt from Missouri State Sales Tax, Illinois State Sales Tax, and the University Tax I. D. number is embossed on all GP-Cards. To avoid paying sales tax initially or resolving a sales tax*P*