

**NORTH DAKOTA STATE BOARD OF HIGHER EDUCATION
POLICY MANUAL**

SUBJECT: FINANCIAL AFFAIRS

EFFECTIVE: April 1, 2018

Section: 803.4 Purchasing Cards

1. NDUS institutions shall participate in the statewide purchasing card (p-card) program administered by the North Dakota office of management and budget.
2. Institutions will comply with the following for all p-card activities:
 - a. North Dakota Century Code,
 - b. SBHE policies,
 - c. NDUS Procedure 803.4, and
 - d. Institution policies.
3. Cardholders must be a NDUS employee. Students, including graduate students and student organizations, are not allowed to obtain a p-card. If an employee is also a student, the issuance of the p-card must be based on their status as an employee, and all transactions must be related to their employment.
4. Cardholders will complete training authorized by the NDUS office prior to issuance of a p-card for new cardholders and annually thereafter.

REFERENCE: NDUS Procedure 803.4

HISTORY: New Policy, SBHE Minutes, March 28, 2018.