

Maine Business School & Graduate School of Business University Credit Cards (PCard / TCard)

- Applications for University Purchasing Cards (PCards) and Travel Cards (TCards) by faculty and staff members of the Maine Business School (MBS) and Graduate School of Business (GSB) will require authorization of the Dean's Office.
- Issuance of new University credit cards will ordinarily be limited to University of Maine employees who hold regular positions in MBS and GSB. Exceptions may be approved for limited periods.
- When a PCard or TCard holder does not resolve delinquent reports and transactions in a timely fashion, the credit limit on the card will be reduced to \$1 USD. Repeated delinquencies could result in termination of the credit card and termination of card privileges.
- Upon separation from the University of Maine, all MBS / GSB employees are required to return their University credit cards to the Dean's Office.
- Card holders are responsible for complying with all University of Maine System Strategic Procurement policies concerning the use of University Funds.

ADMINISTRATIVE PRACTICE LETTERS (APLs) FOR REFERENCE:

- [University of Maine System Purchasing Procedures](#)
- [Procurement Standards of Conduct](#)
- [Purchasing Cards](#)
- [Travel & Expense Reporting](#)
- [Sales Tax](#)
- [Use of University Funds](#)