

Purchase Card and Travel Card Policy [rev. 7-20-22]

All University **Purchasing Card (P-card)** [applications](#) for members of the College of Liberal Arts and Sciences will require the signed authorization of the employee's supervisor, account manager, **and the CLAS Dean's Office**. Issuance of new University P-cards will ordinarily be limited to CLAS departmental support staff. Exceptions may be approved for research purposes.

All University **Travel Card (T-card)** [applications](#) for members of the College of Liberal Arts and Sciences will require the signed authorization of the employee's supervisor and account manager. Issuance of new University T-cards will ordinarily be limited to University employees who hold regular positions in the College. Exceptions may be approved for limited periods.

It is the responsibility of a P-Card or T-Card holder to reconcile reports within the required time frame. If a cardholder does not resolve delinquent reports and transactions in a timely fashion, the credit limit on the card will be reduced to one dollar. Repeated delinquencies could result in the termination of card privileges.

Unsure of which card to use? Find guidance here:

<https://mycampus.maine.edu/documents/10217/3297550/PCard+vs+TCard.pdf/b1334fee-3830-7248-c84f-e72b17927a1c?t=1641914843643>

Upon separation from the University of Maine, all CLAS employees are required to return their University credit cards to their departmental office.

Cardholders are responsible for complying with University of Maine System policies concerning the use of University funds:

University of Maine Administrative Practice Letter: Purchasing Cards Section VII-C

[APL VII-C - University of Maine System](#)

University of Maine System Administrative Practice Letter: Travel and Expense Procedures Section IV-B

[APL IV-B - University of Maine System](#)