

Definitions

Amex GP-Card Policies and Procedures

Alternative Procurement Methods

Purchasing programs designed to provide optimal combinations of price, quality, compatibility, etc. For example, the on-line office supply ordering system, E-Way, is an alternative procurement method.

American Express Web Recon

The on-line electronic repository that houses all the card charges. This system is where all reviews are completed and reporting can be executed.

Business Manager

The person in the department that is responsible for the budgets and who has final purchase authorization.

Card Processing Bank

The bank that will issue and maintain the P-Cards.

Centrally billed

All charges to the P-Card are sent by the vendor to Saint Louis University and processed through the Program Administrator.

Default fund number

The operating budget or grant fund to which a card charge will default.

Procurement Administrator (PA)

The Saint Louis University staff member responsible for coordinating the Procurement Card Program.

Purchasing

The department at Saint Louis University responsible for acquisition of goods and services.

Sales Tax Exemption

As a non-profit organization, Saint Louis University is exempt from Missouri and Illinois State Sales Tax.

Sponsored program accounting and Health Sciences Center - Financial Services

The units at Saint Louis University responsible for reconciling sponsored research and designated gift accounts.