

Statement of Benefits

Amex GP-Card Policies and Procedures

Purchasing, Budget Management, and Card Programs in Central Processing Center have developed an improved process for the purchasing of goods and services for grants and special program funds.

The goal is to streamline the process, while improving flexibility and speed with which goods and services are delivered. The GP-Card is intended for anyone authorized to make grant purchases.

The GP-Card Program provides the following benefits:

A. Overall advantages

- No waiting for reimbursements or payments
- Can be used anywhere that accepts American Express, providing flexibility to the user
- Quicker delivery of goods and services
- Entire system is online, providing for electronic review
- Electronic review of transactions by business manager, financial services or sponsored programs
- One central location and staff member or designee for questions

B. Advantages to the University

- Overall reduction in paperwork, especially for small dollar transactions
- Reduces the need to set up new vendors that will be infrequently used
- Electronic system from start to finish
- Payment processing time reduced

C. Advantages to the business manager

- Reduced need for check and purchase requisitions
- Reduces the need to set up new vendors, non preferred vendors, infrequently used vendors
- More flexibility in managing your budgets, less chance for duplicate payments
- Customized limits and category of spending for cardholders
- Less paperwork at the start of the purchasing process
- Electronic oversight
- Posting of transactions to the card statement is done within 60 hours

D. Advantages to the cardholder

- No need to advance money out of your pocket for purchases
- Reduces the need to set up new vendors, non preferred vendors, infrequently used vendors
- Purchases can be made quickly, even outside of normal business hours
- Reports can be reviewed electronically
- No paperwork to hold up the order process
- No lost check requisitions, purchase requisitions, or checks