Chapter 17

Small Purchase Charge Card

17.0 Small Purchase Charge Card

The Small Purchase Charge Card (SPCC) may be used for official Radford University purchases only and all purchases must comply with university and State procurement regulations and not exceed the cardholder’s transactional limit. Travel-related charges should not be paid with the small purchase charge card, with the exception of student related travel that is sufficiently justified and pre-approved by the SPCC Administrator.

All SPCC orders must be created in eVA using the appropriate Banner Finance FOAP codes prior to the purchase, except when the cardholder visits the merchant’s site and the card is swiped.

Benefits derived by the use of the SPCC are reduced paperwork, simplified billing, improved prompt payment statistics, reduced transaction costs, and improved vendor relations. Suppliers that accept the card benefit from timeliness of payment, elimination of invoices, direct user level contact, and reduced collection costs.

All appropriate university personnel are encouraged to enroll in this program and become active participants in reducing paperwork and improving administrative processes.

Questions regarding the SPCC program or requests for sign-up information should be addressed to the University’s Purchase Card Administrator at 831-5356. The Department of Accounts (DOA) requires card holders and their supervisors to complete an annual online training session. Check the Department of Procurement and Contract’s website for the schedule of on-campus training sessions for the SPCC program.

Reference:

Appendix H: Commonwealth of Virginia CAPP Manual – CAPP TOPIC 20355 Small Purchase Charge Card
http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Summary.cfm