

P-Card Rules for CFML – WITH IMMEDIATE EFFECT

1. The general PO process will be as follows:
 - a. POs will be written up and given to Yap, who will enter them into his database, and bring them to Colly on a daily basis for Dr.Y's signature.
 - b. Once the PO has been signed, approved and assigned an account number, Yap will enter this a/c number into his database and the relevant person can now order the item(s) using the P-card.
 - c. Purchases cannot be made against unsigned POs, or POs that require further clarification.
 - d. Once the item is ordered, the confirmation email is to be stapled to the PO, and the PO returned to Yap. **The onus is on the purchaser to return these documents to Yap, and any missing documentation will be the ultimate responsibility of the purchaser.** Yap will then forward these documents to Colly.
 - e. Once the ordered item has been received by the purchaser, the packing slip should be turned in separately to Yap.
2. In order to further streamline the p-card and PO process, only limited number of people will be given access to the p-card as well as to write POs. All purchases for the sub-group should go through these people.
 - a. MV Group: Murali and Erin
 - b. TEHV Group: Philippe and Kartik B
 - c. Fontan Group: Kartik S and Diane
 - d. PHV Group: Prasad and David
 - e. Office Supplies: H  l  ne
3. In addition, UGs will **not** be allowed to write POs or use the p-card to make purchases **under any circumstances**. Their lab mentors should handle all purchasing requirements. Violators of this rule will lose their p-card and lab privileges.