

Ithaca College Purchasing and Travel Card Application Guidelines

Only benefits eligible employees may apply for Ithaca College credit cards to pay for College goods and services.

All credit card applications are submitted online and approved by the employee's supervisor. All applications approved by supervisors will be reviewed by the appropriate Ithaca College Card Program Administrator (Accounts Payable or Travel Services) to determine if the applicant meets the suggested guidelines.

The cardholder should be aware of the purchasing and/or travel card policies and procedures when using the card and when providing documentation.

Who should apply for a Purchasing Card?

The only individuals that should be issued a purchasing card are those that will be purchasing authorized goods or services on the behalf of the College on a regular basis. Departments should give these purchasing responsibilities to one or two individuals, depending on the size of the department.

The Ithaca College Purchasing Card should not be issued to individuals for "just in case" purchases.

Who should apply for a Travel Card?

The Ithaca College Travel Card should only be issued to benefits eligible employees who typically travel one or more times per year.

Employees who regularly coordinate business travel such as air fare, registrations, automobile rentals, ground transportation, lodging, and meals should consider an Ithaca College Travel Card.