

*Office of the Controller*

**Date:** 6/24/2004  
**To:** Deans, Directors and Department Heads  
**Cc:** Procurement Committee  
**From:** Doug Harrell, University Controller  
**RE:** Purchasing Card Changes-Discontinuance of Interdivisional Transfers at the Bookstores

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Barnes and Noble has been informed that Tulane employees must use the Tulane Purchasing card as of July 1, 2004, in order to purchase departmental supplies. Interdepartmental Transfer forms will no longer be accepted.

In the previous memorandum dated April 30, 2004, we provided a listing of merchants that accept the Purchasing Card and provided guidance to the effect that departments should not establish blanket orders with these merchants. An exception to this guidance relates to instances where the item is prohibited for purchase under the P-Card policy and procedures at [www.tulane.edu/~pcard](http://www.tulane.edu/~pcard).

If you have not yet done so, please make the necessary arrangements to place purchasing cards in the hands of those departmental employees who handle your materials ordering. Remember, as of July 1, 2004, you must use a Tulane Purchasing Card to process transactions less than or equal to \$500. Please call Steve Sovinsky at 314-2675.

Also, please make this information available to employees in your units. Thanks.

fdh