A.T. STILL UNIVERSITY OF HEALTH SCIENCES

<table>
<thead>
<tr>
<th>GENERAL ORDER</th>
<th>Date Effective: January 1, 1987</th>
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<td>Reviewed: July 1, 2008</td>
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<tr>
<td>Subject: Local Kirksville Charge Accounts</td>
<td>Order No: 75-103</td>
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**PURPOSE**

This General Order states the procedures to be followed when making charge purchases at Kirksville vendors for those items listed in section B of General Order 75-101.

**POLICY**

A. ATSU will not be responsible for, nor reimburse any charge purchase made without an approved voucher from the Purchasing/Mail Center Department.

B. A sample of the voucher form is attached.
   1. The voucher will be requested from the Purchasing/Mail Center Department.
   2. Information contained on the voucher will include:
      a. Date voucher is to be used
      b. Vendor where voucher is to be used
      c. Department/Object Code/Grant or Project #
      d. Item requested
      e. Approximate price
      f. Department Head approval
      g. Number assigned by Purchasing Department
   3. Voucher will be good only for the date specified.
   4. Sales slip with voucher must be returned to the Purchasing/Mail Center Department within 48 hours after the purchase is made.
   5. Vendor copy of voucher will be left with the vendor.

C. Some local vendors require a charge card and tax exempt card which can be secured from Purchasing along with the voucher.

**RESPONSIBILITY**

A. It is the responsibility of all Department Heads to inform all department employees of the procedures.

B. It is the responsibility of the Purchasing Department to insure that all charge purchases have been made in accordance with the policy prior to approval for payment, and to inform local vendors of this policy.