

**NORTH DAKOTA
STATE BOARD OF HIGHER EDUCATION
Policy Manual**

Policy: 803.4 Purchasing Cards

Effective: February 29, 2024

1. NDUS institutions shall participate in the statewide purchasing card (p-card) program administered by the North Dakota office of management and budget.
2. Institutions will comply with the following for all p-card activities:
 - a. North Dakota Century Code
 - b. SBHE policies,
 - c. NDUS Procedure 803.4, and
 - d. Institution policies.
3. Cardholders must be NDUS employees. Students, including graduate students and student organizations, are not allowed to obtain a p-card. If an employee is also a student, the issuance of the p-card must be based on their status as an employee, and all transactions must be related to their employment.
4. Cardholders will complete training authorized by the NDUS office prior to issuance of a p-card for new cardholders and annually thereafter.

REFERENCE: NDUS Procedure 803.4

HISTORY: New Policy, SBHE minutes, March 28, 2018; Amendment, SBHE minutes, February 29, 2024.