

George Mason University

AMERICAN EXPRESS CORPORATE PURCHASING CARD

Employee Application Instructions

In order to help streamline the procurement process for small purchases, the American Express Corporate Purchasing Card (AMEX) is available to most departments at George Mason University. Cardholders are authorized to purchase goods and services from vendors who accept the card with a limitation of less than \$2,000 per transaction. This eliminates use of requisitions, purchase orders and receiving reports. Use of the AMEX card shifts paper processing to American Express. Merchants are paid within three business days. This program also reduces the number of vendor invoices and check payments processed by the University. Management Information reports are available to assist departments in maintaining control over purchases and payments. Monthly reconciliation and record keeping is required but usually involves minimal staff time.

The card is intended for faculty and staff members who have a frequent and recurring need to purchase small-dollar supplies and services. The AMEX card is not suitable for senior-level personnel who may approve expenditures, but are not actually involved in the transactions. The card is currently available for organizations with state funds (formerly ledgers 1, 3, and 9), and with special approval from the Office of Sponsored Programs for grants (formerly ledger 5 accounts).

George Mason University faculty and staff may apply for a card by completing the following forms:

- (1) AMEX Card Request form (completed by the supervisor), and
- (2) AMEX Card Employee Agreement form

The forms may be completed online via the FORMS link at the Fiscal Services web site at <http://www.gmu.edu>, Faculty/Staff, Administration. Both forms must be signed by the supervisor of the proposed cardholder, and be approved by the person who is responsible for the primary GMU index that will be charged. Submit the forms to the American Express Program Administrator, Purchasing Department, MS 3C5. Please allow about two weeks for delivery of your card.

A mandatory training session is required once the card is received from American Express. The AMEX Program Administrator will contact you once your card is received to schedule your training.

Thank you for your interest in the AMEX program. If you have any questions or need additional information, contact the AMEX Program Administrator at (703) 993-2580.