

The following changes were released in version 2 of the Procurement Manual. However, the Procurement Manual Revisions v2 document incorrectly listed the page numbers for Chapter 4. This is a list of corrected page numbers.

Page 4-2 – 4.1.0: H added for The Purchasing Card Procedures provides.

Page 4-3 – 4.2.2: B added for Designate Personnel familiar with WORKS.

Page 4-5 – 4.3.2.C: ... the expired or existing card.

Page 4-7 – 4.3.4.D: URL to /procurementservices

Page 4-8 – 4.3.5.E.I.b: added ...set up with a merchant account and.

Page 4-11 – 4.3.6.E: ... (airline tickets, hotels, transportation, etc.).

Page 4-11 – 4.3.6: added F for Food Items, unless otherwise approved.

Page 4-11 – 4.3.6: added G for Gasoline, unless otherwise approved.

Page 4-11 – 4.3.7.B.I: added (a), (b), (c) & (d).

Page 4-12 – 4.3.7: F added for Department Directors / Agency Heads or.

Page 4-14 – 4.4.2.D: ... receives an email notification of terminated.

Page 4-21 – 4.5.4.F: ...Institution is available to Cardholders on the Purchasing PCard.

Page 4-21 – 4.5.4.G: ... Cardholder is to add comments to explain the resolution of

Page 4-23 – 4.7.0: broke out “G” to “G” and “H”

Page 4-23 – 4.7.0: added J for Any employee traveling outside

Page 4-28 – Exhibit 2: updated form.