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Business Affairs

To All University Employees:

University policy for Amazon and PayPal purchases with a University PCard:

Effective February 1st, 2015, if you are using the PCard to purchase from Amazon or PayPal you are expected to have a separate account set up for University specific purchases. You should NOT have your University PCard information stored in your personal Amazon or PayPal account. When setting up your separate Amazon and/or PayPal account you would set up a normal standard account, there isn't a special account type you need to use. Your account for University purchases should be tied to your University email address. Your personal account should be tied to your personal email address. Separate accounts also help to protect you from accidentally making personal purchases on your PCard.

Thank you for your attention to this matter. Please feel free to contact me directly if you have additional questions.

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