

Preferred Vendor Card Policies & Procedures

University of Nebraska
(Revised April 5, 2010)

PREFERRED VENDOR CARD

1. Preferred Vendor Contracts

Preferred Vendors are vendors with whom the University has negotiated contract pricing and favorable terms because of the volume of business and number of transactions conducted. Departments are strongly encouraged to use these contracts. Please see the Division of Business and Finance web site for more information.

2. Preferred Vendor Card

The Preferred Vendor Card may be used to complete transactions for preferred vendor payments.

3. Preferred Vendor Process

Whether to process Preferred Vendor transactions using the Preferred Vendor Card or ACH depends on the discounts offered by the vendor. For example, if the vendor discount offered for using ACH is superior to the benefit of using the Preferred Vendor Card, the purchase should be consummated using ACH.

Whatever the payment method, the Preferred Vendor will bill the University for periodic activity (normally weekly or monthly). Validation of the charges is the responsibility of the University; however some Preferred Vendors validate the University cost centers used in transactions in addition to University procedures.

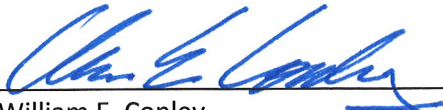
Approved:



David E. Lechner
Vice President for Business & Finance

05.12.2010

Date



William E. Conley
Vice Chancellor for Business & Finance, UNO

4/29/2010

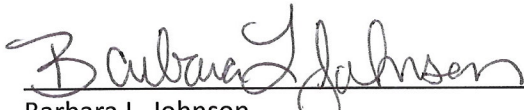
Date



Christine A. Jackson
Vice Chancellor for Business & Finance, UNL

5/5/2010

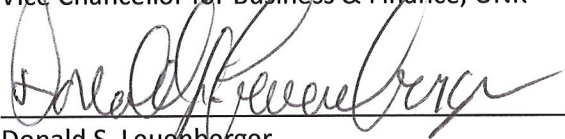
Date



Barbara L. Johnson
Vice Chancellor for Business & Finance, UNK

5/10/2010

Date



Donald S. Leuenberger
Vice Chancellor for Business & Finance, UNMC

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