

HORRY GEORGETOWN TECHNICAL COLLEGE

Walmart Card Use

Approval Form

In order to use a Horry Georgetown Technical College Walmart Card you must have your Department Manager's approval. This is a one-time approval. Complete the requested information below, sign and forward to the Procurement Manager. Once this application has been received and approved, your name will be entered onto a log that will be kept on file in the Procurement office.

Date: _____

Department Name: _____ Organization Number: _____

Card Requestor's Name: _____

Signature of Card Holder

Date

AVP, Dean or Department Manager

Date

The Walmart card is to be used to make purchases from a local Walmart store. It must be for the legitimate business benefit of Horry Georgetown Technical College. **Absolutely no Alcohol or gift cards are to be purchased with this card.**

The Process for use of the Walmart card –

1. Approved users will contact the Procurement Office on the Conway Campus, Phillip Lance on the Georgetown Campus and Kacey Semik on the Myrtle Beach Campus.
2. User will take the card to Walmart, pick up and pay for supplies (cannot exceed \$250.00).
3. User will immediately enter into Banner a detailed requisition for the supplies purchased from Walmart.
4. User will write the requisition number on the receipt with the correct organization and account codes, sign the receipt, then return the receipt with the Walmart card to the person they picked up the Walmart card from.
5. Forward all original receipts to the Purchasing Department (Teresa Welch & Brianna Tyler) for processing into a purchase order.
6. Purchasing will send the receipt and a copy of the purchase order to Accounting for payment.
7. **This process needs to be performed in a quick, efficient manner to insure prompt payment.**

Violations of these requirements may result in revocation of use privileges and/or disciplinary action, up to and including termination of employment. Employees who have inappropriately used the Walmart card will be required to reimburse the College for all costs associated with such improper use.