

## Purchases at the UGA Bookstore

This message is being posted on behalf of UGA Auxiliary Services:

In order to provide more effective controls for the departmental purchases made at our UGA Bookstore, a department account number will no longer be accepted as a form of payment. Instead, all purchases will require a P-Card. You will note this is an allowable purchase because the UGA Bookstore is operated by Follett Higher Education making this a vendor purchase and not an intra-university purchase. We believe this will provide a much stronger control for these purchases in the following manner:

1. Only authorized personnel will be able to make purchases with your account.
2. All purchases will be made by someone well trained as to those purchases that are allowable and unallowable on different accounts.
3. Appropriate documentation will be obtained for purchases through the normal P-Card processes.

Please make those in your department who might make purchases at the UGA Bookstore aware of this change. If you have any specific concerns regarding this change, please feel free to contact our office at 706-542-2768.

Many thanks,

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