

ISU Purchasing Department [PURCH]

From: ISU Purchasing Department [PURCH]
Sent: Friday, October 23, 2009 7:12 AM
Subject: P-card: purchase incentives

To: Cardholders and purchasing card system users

At times, University purchases may result in cash or cash-like incentives. The cash and/or incentives are the property of the University and may not be used for personal gain. Examples of such incentives include, but are not limited to: rebates, gift cards, two-for-one purchases and spend rewards. The University recommends that cardholders not participate in these promotional offers. It is the responsibility of the cardholder's department to be assured that any monetary or cash incentive reward received as a result of an Iowa State University purchase becomes the property of the University. Contact the purchasing department if further clarification is needed.

Nancy S. Brooks
Director of Purchasing
Iowa State University
3616 Administrative Services Bldg.
Ames, IA 50011-3616
ph. 515-294-8757
fax 515-294-3610
e-mail: nsbrook@iastate.edu