

SCS Guidelines
Procurement Cards

Limits: single/cycle

Tier 1 = \$999/\$5,000

Tier 2 = \$2,499/\$10,000

Tier 3 = \$2,499/\$25,000

Tier 4 = \$2,499/\$50,000

Tier 5 = \$5,000/\$50,000

Usage for every card will be reviewed once per year, and limits readjusted based on this review. Data for new cards will be reviewed after six months potentially to reset limits.

A background check may be required for any new card holder in higher tiers.