

## Definitions

### **Amex GP-Card Policies and Procedures**

#### **Alternative Procurement Methods**

Purchasing programs designed to provide optimal combinations of price, quality, compatibility, etc. For example, the on-line office supply ordering system, E-Way, is an alternative procurement method.

#### **American Express Web Recon**

The on-line electronic repository that houses all the card charges. This system is where all reviews are completed and reporting can be executed.

#### **Business Manager**

The person in the department that is responsible for the budgets and who has final purchase authorization.

#### **Card Processing Bank**

The bank that will issue and maintain the P-Cards.

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All charges to the P