

# Departmental Charges

**Scope:**

This procedure applies to all departments at the College of Southern Maryland.

**Overview:**

Departments may purchase from the College Store using a CSM requisition form or CSM purchase card (pin number is required). Merchandise may be returned or exchanged within 10 business days and must be accompanied with original receipt. Merchandise must be returned in new, saleable condition. Clothing may be returned only with the original tags intact. Packaged merchandise may be returned if unopened.

**Procedure for CSM Requisition:**

1. Present a completed CSM requisition form using an appropriate budget account number to the cashier at the time of purchase. The requisition must be signed by the cost center manager.
2. The cashier will process the transaction as a Department Charge through the register.
3. The cost center manager or representative must sign register receipts.
4. Paperwork will be distributed as follows:
  - Requisition – retained by the College Store
  - Signed register receipt – retained by the College Store
  - Signed half sheet register receipt – forwarded to Bursar's Office
  - Register receipt (unsigned) – given to cost center manager's representative

**Procedure for CSM Purchase Card:**

1. At the time of purchase, the cardholder must inform the cashier that a CSM Purchase Card will be used and that the transaction is tax-exempt.
2. When directed by the cashier, the cardholder will insert the CSM Purchase Card into the credit card terminal and enter the pin number to complete the transaction.
3. The cardholder will sign the register receipt and retain unsigned receipt.

For more information contact: General Operations Manager, ext. 4752