

To:

- Professors
- Deans
- Central institution department heads
- Division heads

at Saarland University

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Central Procurement Division  
Accounting and Finance Division

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For questions and comments,  
please see the Central Procurement  
Division's intranet page  
"Kreditkartenzahlung"  
(payments by credit card)

## Info email

### (C2/2025/06)

Dear colleagues,

We are happy to announce that it is now possible to use a **virtual credit card** to pay for those business purchases that can only be paid for by credit card. Continue reading to learn more about how it works and the requirements that need to be met.

Please note: *Our virtual credit card provider does not yet support the purchase of plane tickets or other travel bookings.*

When **using a virtual credit card**, please note the following:

- A virtual credit card can be used when materials and services cannot **be invoiced and paid by bank transfer**.

To ensure that payment processing is secure and manageable, the use of virtual credit cards is limited to cases in which payment by bank transfer is **not** possible. The standard procedure for purchasing goods and services remains ordering on account with subsequent invoicing.

- Virtual credit cards will either be set up as **single-use or multi-use** (e.g. for subscriptions). The virtual cards can be used both by the Central Procurement Division or by the division, department or other organizational unit making the purchase. To make a purchase using a virtual credit card, please get in contact with the appropriate **specialist section of the Central Procurement Division** by emailing [kreditkarte@uni-saarland.de](mailto:kreditkarte@uni-saarland.de) or visiting the Central Procurement Division's [intranet page on payments by credit card](#).
- The division, department or other organizational unit making the purchase must instruct the company or service provider to issue an invoice made out to Saarland University at the earliest opportunity. Such invoices are often created automatically during the ordering process. The person authorized to approve invoices must **sign off that the invoice is correct and provide the original to the relevant specialist section within the Central Procurement Division**. It will eventually be possible to complete this process digitally.
- For more information, please refer to the **procedural directive on the use of virtual credit cards** (access: Central Procurement Division's [intranet page on payments by credit card](#)).

Credit card use in the public sector **needs to be handled carefully**. The introduction of virtual credit cards at Saarland University has been communicated to the appropriate state ministry. Virtual credit cards are being used in a similar fashion at other state institutions. As payment is made at the time of purchase, **invoice processing and approval is more complex**. We therefore ask that you take appropriate care when processing invoices generated by a virtual credit card purchase. Thank you!

We are excited to offer this additional payment option and appreciate your support in facilitating the new process.

Best regards,



Dr. Roland Rolles