MSU P-Card
PROPER USE OF THE PURCHASING CARD

The individual whose name is on the card is the only person authorized to make purchases using the card. Assigned to each card is a single purchase transaction limit. This single purchase transaction limit is the maximum dollar amount allowable per purchase. Splitting a purchase into multiple transactions to avoid this per transaction limit, is against policy.

Acceptable P-card purchases include the following:

- Educational Supplies
- Printing Supplies
- Subscriptions
- Housekeeping Supplies
- Maintenance Supplies
- Vehicular Parts and Repairs
- Computer Accessories (e.g.: mouse, keyboard, CD’s)
- Conference Registration
- Professional Membership

1.01 Restrictions and Control

The P-card shall not be used to purchase the following:

- Professional Services
- Desktop and Laptop Computers**
- Software**
- Network Printers**
- Office Supplies with WB Mason (see section 1.12)
- Consulting Services
- Chemicals
- Controlled Substances (gases, radioactive, alcohol)
- Construction/Renovation Services
- Travel or Entertainment
- Gift Cards or Gift Certificates
- Lottery Tickets
- Apple I-Tunes Products
- Insurance
- Car/Van Rentals
- Money Orders

**With the exception of the OIT Department

There are electronic blocks in each P-card profile to prevent use at the locations listed below. In the event a department requires access to a specific MCC Code a decision will be based on their departmental need:

- Cash machines/Money Orders
- Restaurants
- Liquor Stores
- Drug Stores
- Grocery Stores and Bakeries

REVISED 4/26/16
• Doctor’s Offices and Hospitals
• Hotels
• Florists
• Car Washes
• Insurance
• Car /Van Rental
• Catering Services