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. The purchasing card must never be used to purchase items for personal use or for non-University purposes, even if the Cardholder intends to reimburse the University. 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.

1 Acceptable P-card purchases include the following:

- Office Supplies currently contracted with W.B. Mason (see Section 1.12)
- Educational Supplies
- Printing Supplies / Business Cards
- Subscriptions
- Housekeeping Supplies
- Maintenance Supplies
- Vehicular Parts and Repairs
- Computer Accessories (e.g.: mouse, keyboard, CD’s)
- Conference Registration

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
- Consulting Services
- Chemicals (unless specifically designated for department)
- Controlled Substances (gases, radioactive, alcohol)
- Construction/Renovation Services
- Travel or Entertainment
- Gift Cards or Gift Certificates
- Lottery Tickets
- Institutional or Individual Professional Memberships
- Apple I-Tunes Products
- Insurance
- Car/Van Rentals
- Catering Services
- Money Orders

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 their departmental need:

- Cash machines/Money Orders
- Restaurants
- Liquor Stores
- Drug Stores
- Grocery Stores and Bakeries
• Doctor’s Offices and Hospitals
• Hotels
• Florists
• Car Washes
• Insurance
• Car /Van Rental
• Catering Services