

MSU P-Card

PROPER USE OF PURCHASING CARD

The individual whose name is on the card is the only person authorized to make purchases using that 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.

Acceptable purchases shall include the following:

- Office Supplies
- Educational Supplies
- Printing Supplies/Business Cards
- Software-shrink wrapped
- Subscriptions
- Memberships
- Housekeeping Supplies
- Maintenance Supplies
- Vehicular Parts & Repairs
- Computer Hardware & Peripherals – Contact the IT Department for University Standards

Restrictions & Control

The purchasing card **SHALL NOT** be used for the following items:

- Professional Services
- Consulting Services
- Chemicals (unless specifically designated for department)
- Controlled Substances (gases, radioactive, alcohol)
- Construction/Renovation services
- Travel

There are electronic blocks in each card so they will not work at:

- Cash machines
- Restaurants
- Liquor Stores