

**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.

Acceptable purchases shall include the following:

- * Office Supplies (currently contracted with W.B. Mason)
- * Educational Supplies
- * Printing Supplies/Business Cards
- * Software/Shrink Wrapped
- * Subscriptions
- * Housekeeping Supplies
- * Maintenance Supplies
- * Vehicular Parts & Repairs
- * Computer Accessories (eg: mouse, keyboard, CD's)

Restrictions & Controls

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

- * Professional Services
- * Desktop & Laptop Computers
- * Laser Printers
- * Consulting Services
- * Chemicals (unless specifically designated for department)
- * Controlled Substances (gases, radioactive, alcohol)
- * Construction/Renovation Services
- * Travel & Entertainment
- * Gift cards & Gift Certificates
- * Lottery Tickets
- * Memberships (buying clubs or professional organizations)

There are electronic blocks in each card profiles so they will not work at the following locations:

- * Cash Machines
- * Restaurants
- * Liquor Stores
- * Drug Stores
- * Grocery Stores
- * Catering Services
- * Doctors Offices
- * Car/Van Rentals
- * Hotels
- * E-Bay
- * Paypal
- * Itunes