MSU P-CARD
PROPER USE OF THE PURCHASING CARD

The individual whose name is on the P-Card is the only person authorized to make purchases using the card. Assigned to each card is a single purchase transaction limit. This 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 / Business Cards
- Subscriptions
- Housekeeping Supplies
- Maintenance Supplies
- Vehicular Parts and Repairs
- Computer Accessories (e.g.: mouse, keyboard, CD’s)
- Conference Registration
- Professional Memberships

Restrictions and Control

Use of the P-Card to purchase any product or service must comply with those permitted by the University’s Policies as defined in the University Purchasing Card Program Policies and Procedures Manual. The P-Card shall not be used to purchase the following:

- Professional Services
- Desktop and Laptop Computers **
- Software **
- Network Printers **
- Consulting Services
- Chemicals
- Controlled Substances (gases, radioactive, alcohol)
- Construction/Renovation Services
- Charitable Contributions or Gifts
- Donations to Other Entities (Public or Private)
- Travel or Entertainment
- Food or Catering Services
- Bus Charters
- Car/Van Rentals
- Hotel Reservations
- Parking Payments of any kind
- Traffic violations
• Gift Cards or Gift Certificates
• Lottery Tickets
• Apple I-Tunes Products
• Office Supplies (which must be purchased from WB Mason via FMS e-Procurement)

** With the exception of the OIT Department

Electronic Blocks

There are electronic blocks called Merchant codes (MCC) in each P-Card profile to prevent use of the P-Card at the locations listed below. In the event a department requires access to a blocked MCC code on a permanent basis, consideration will be given to the request.

• Cash machines/Money Orders
• Restaurants
• Catering Services
• Liquor Stores
• Drug Stores
• Grocery Stores and Bakeries
• Doctor’s Offices and Hospitals
• Hotels
• Florists
• Car Washes
• Insurance
• Car/Van Rental
• Bus Charters
• Hotel Reservations
• Airline/Train Tickets
• Professional Services