

## 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
- 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