

Purchasing Card

Quick Reference Guide

- Transaction limit of \$500 for most commodities
- No transaction should be split to avoid \$500 transaction limit
- Requests may be made for higher transaction limits for the following commodities:
 - Memberships/Subscriptions/Dues
 - Academic Testing fees
 - Academic Accreditation Fees
 - Applications
 - Non-travel dining/restaurant
 - Advertising
- Gift cards must be distributed immediately to the intended recipient. Gift cards are viewed as cash per IRS regulations
- Transaction(s) should be allocated on a monthly basis in PNC ActivePay providing the business purpose and description for each purchase

How **NOT** to use the Purchasing Card

- Purchases from BuyUSI catalog vendors are **NOT** allowed on P-card
 - See BuyUSI for list of current catalog vendors
- Prohibited uses of the card:
 - Personal items
 - Office Supplies, including toner
 - IT purchases (i.e. computers including iPads, computer equipment, software, hardware)
 - Copiers, printers, scanners, and fax machines, cell phones, or cell plans
 - Printing services (i.e. letterhead, business cards, flyers, tickets)
 - Scientific supplies and equipment
 - Construction
 - Furniture and furniture related items
 - Travel (i.e. lodging, registration fee, fuel, car rental, airfare, or any expense encumbered in Chrome River)
 - Alcoholic beverages
 - Retirement, bereavement, birthday, or anniversary type gifts. For additional information: <https://www.usi.edu/businessoffice/ap/guidelines-and-procedures/>
 - Donations
 - USI Foundation expenses
 - Use of card by other employees who have not signed a cardholder agreement for your card
 - Use of card by non-employee

NOTE: *Poor management of the card may result in revocation of cardholder privileges.*

Fraudulent or intentional misuse of the card will result in revocation of the card and may result in restitution, criminal charges, and/or up to and including termination of employment.
