

P-Card Guidelines

CARD SPENDING AND TRANSACTION LIMITS

The current spending and transaction limits on P-Cards are:

- \$2,500 limit per transaction

ALLOWABLE USES OF UNIVERSITY P-CARDS

The P-Cards are designed and intended to be used to facilitate and support different types of financial transactions.

- The P-Card facilitates the purchase of goods or services to support a University business unit, center, program, work group, or organization. The P-Card should be used to procure goods or services (typically less than \$2,500) that **cannot be purchased from contract suppliers in RU Marketplace.**

The following are common examples of approved items for purchase using the P-Card:

- Catering
- Emergency office, maintenance, or operational supplies
- Facebook, LinkedIn, or other online forums used for ads
- Guest lodging
- Newspaper, journal
- Online purchases (except for RU Marketplace catalogs)
- Postage
- Professional memberships, application and license fees
- Printing and binding services
- Registration for conference and seminars
- Utilities

This is not a complete listing of allowable uses for the P-Card.

UNALLOWABLE USES OF UNIVERSITY P-CARDS

University P-Cards shall not be used to purchase these goods and services:

- Alcohol
- Animals
- Capital equipment (purchase of \$500 or more with a life expectancy of at least 3years)
- Cash advances, cash back on purchases, cash refunds on returns
- Cell Phones
- Charitable contributions
- Chemicals
- Computers
- Contracted services from an individual
- Employee relocation and relocation related expenses
- Employee travel
- Entertainment (meals, movie and event tickets, sporting event tickets, golf, etc.)
- Gasoline
- Gift cards
- Hazardous/radioactive materials
- Independent contractors or sub-contractors
- Individual personal meals
- Medical/surgical supply items
- Personal purchases

- Pre-payment for purchase orders
- Purchases from contract suppliers participating in RU Marketplace catalog
- Purchases with a potential risk or exposure to liability for the University such as items that present special health, safety, occupational or environmental risks (e.g., radioactive material, animals, controlled substance, ammunition, etc.)
- Rental agreements
- Retreat expenses
- Sponsorships / Donations
- Tangible gifts for employees valued at \$100 or more
- Temporary employment
- Tuition payments

This is not a complete listing of prohibited uses for the P-Card. In general, purchases that require advanced documentation such as insurance, service level agreements, and pricing quotes should be paid via requisition.

The University restricts the use of certain prohibited categories of goods and services by limiting the respective standard merchant category codes.