Guidelines for Purchasing P-Card Use

All purchases must be made in compliance with the University policies and procedures.

**Purchasing Card restricted items requiring Buyer’s written Pre-Approval:**
Due to contractual issues, University policy, compatibility, or tracking issues, cardholders must check with the appropriate Buyer first and a written approval must be in your pcard file prior to purchase.

<table>
<thead>
<tr>
<th>Barbara Lewis, ext. 3068</th>
<th>Brenda Ancheta, ext. 3561</th>
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<tbody>
<tr>
<td>Furniture: Desks, tables, bookcases, files, panels, etc.</td>
<td>Decorative &amp; gift items: awards, flowers, pictures, etc.</td>
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<tr>
<td>Equipment &amp; Accessories: Printers &amp; Scanners</td>
<td>Departmental Cell Phones/Wireless Devices</td>
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<tr>
<td>Lounge appliances: refrigerator, microwave, etc.</td>
<td>Fax Equipment</td>
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<tr>
<td>Transportation Services: aircraft, bus service, watercraft, etc.</td>
<td>Food &amp; beverages, unless with a non-restricted fund.</td>
</tr>
<tr>
<td>Claire Chouaniere &amp; Susan Banton, ext. 6340</td>
<td>Furniture: Desks, tables, bookcases, files, panels, etc.</td>
</tr>
<tr>
<td>Computer related accessories, hard drives, monitor, etc.</td>
<td>Ink &amp; toner cartridges, not under state contract.</td>
</tr>
<tr>
<td>Susan Banton, ext. 2430</td>
<td>Office &amp; related supplies, non-contract vendor</td>
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<tr>
<td>Hazardous materials, chemicals and other items requiring MSDS.</td>
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<td>Software &amp; Upgrades</td>
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<tr>
<td>Computers</td>
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<td>Service contracts, maintenance, repairs website services, etc.</td>
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</tbody>
</table>

**Your Purchasing Card CANNOT be used to purchase the following items:**

Purchases/Services provided through University Departments, you must contact departments below for their services.

- All printing, copying, graphics, and copying including book binding and copy machines, ext 3914.
- Facility Maintenance and Repair, ext 3749.
- Telecommunications, All telecomm, and data products, telephones, pre-paid phone cards and connection devices, contact ext 3600.
- Vehicles, to use University-owned vehicles for travel in the Northwest area, Motor Pool Office, ext 3413.

**Unacceptable use of purchase cards items include, but are not limited to:**

- Alcoholic beverages or liquor licenses, unless permitted by statute or rule.
- Gas/fuel for automobile owned by the University.
- Gifts/donations.
- Pawn shops.
- Personal use items (purchases must be for the official use of the University).
- Personal or Client Services: Independent contractors, performer, consultants, and speakers.
- Purchases between university internal departments, including WWU Bookstore.
- Split Purchases to circumvent the single transaction limit.
- Used Equipment: must be evaluated by appraisal or market study.

**Blocked Merchant Category Codes (MCC):**
The following items are just a few items that are automatically restricted through the bank:

- Cash advance.
- Travel related expenses: Airline tickets, hotels/lodging, travel agencies, and car rental.
- Transportation Services: Passenger rail, rental car, taxi, shuttle services, limousine services.
- 4829 Wire transfer – Money Orders.
- 6050 Electronic Cash Withdrawal.
- 6051 Non-Financial Institutions - Foreign Currency, Money Orders (not wire transfer), and Travelers Checks.
- 6760 Savings Bonds.

For more information on Purchase Card Program rules and regulation, please refer to SAAM Chapter 45, refer to:
http://www.ofm.wa.gov/policy/45.htm

For questions about the Purchasing P-Card Guidelines, contact the P-card Administrator, x2080.