

# Guidelines for Purchasing P-Card Use



All purchases must be made in compliance with [SAAM Chapter 45](#) and 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 Purchasing first and a written approval must be in your pcard file prior to purchase.*

Contact extension 3340.

Furniture: Desks, tables, bookcases, files, panels, etc.

Equipment & Accessories: Printers & Scanners, as defined by ATUS

Lounge appliances: refrigerator, microwave, etc.

Transportation Services: aircraft, bus service, watercraft, etc.

Computer related accessories, hard drives, monitor, etc., as defined by ATUS

Hazardous materials, chemicals and other items requiring MSDS.

Software & Upgrades.

Decorative & gift items: awards, flowers, pictures, etc.

Departmental Cell Phones/Wireless Devices

Fax Equipment

Food & beverages, unless with a non-restricted fund.

Furniture: Desks, tables, bookcases, files, panels, etc.

Ink & toner cartridges, not under state contract.

Office & related supplies, non-contract vendor

Computers

Service contracts, maintenance, repairs website services, etc.

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## **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.

*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
- 6211 Security Brokers/Dealers
- 6760 Savings Bonds

For questions about the Purchasing P-Card Guidelines, contact the Card Administrator, x3561.