

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.

Barbara Lewis, ext. 3068

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

Equipment & Accessories: Printers & Scanners

Lounge appliances: refrigerator, microwave, etc.

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

Claire Chouaniere & Susan Banton, ext. 6340

Computer related accessories, hard drives, monitor, etc.

Dolapo Akinrinrade, ext. 2065

Hazardous materials, chemicals and other items requiring MSDS.

Software & Upgrades.

Brenda Ancheta, ext. 3561

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

Susan Banton, ext. 2430

Computers

Service contracts, maintenance, repairs website services, etc.

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.
- Locking Devices and Reproduction of Keys:
Departments must complete the request form, linked below and forward to Space Administration.
https://esign.wvu.edu/admcs/process/forms/LockShop/Lockshop_Key_Request4.aspx
- 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.
- 6211 Security Brokers/Dealers.
- 6760 Savings Bonds.

For complete information on SAAM Chapter 45, Purchase Card Program refer to: <http://www.ofm.wa.gov/policy/45.htm>

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