



Procurement Services Office
 Ikenberry Hall
 Room 217
 P: 304-876-5216

Cardholder Instructions: Business Purpose

The Business Purpose for **ALL** P-Card transactions must be documented on the receipt and in the COMMENT BOX in Oasis. **For each transactions reconciled without the business purpose, cardholders will be assigned 10 points.**

Below are some examples of the type of business purpose explanations Procurement Services will be looking for in reviewing your transactions. These are only examples and are just a small sample of our University's types of purchases. If you have a question or require assistance regarding a specific purchase, please don't hesitate to contact your assigned P-Card Coordinator.

Examples of Purchases	Examples of Well Documented Business Purposes
Printer	<ul style="list-style-type: none"> Printer for (Name of Employee or Department)
File Folders	<ul style="list-style-type: none"> Folders for General Office Use
Lab Supplies	<ul style="list-style-type: none"> Supplies for Lab Use in Course Name (BIOL415, ENVS345, etc.)
Printing	<ul style="list-style-type: none"> Printing of flyers for Open House Printing of posters for use in Conference Presentation Printing of business cards for (Name of Employee)
Fees for Lodging	<ul style="list-style-type: none"> Lodging for (Name of Employee or Student) for (Name of Conference or Field Trip)
Laundry Detergent	<ul style="list-style-type: none"> For General Custodial Use For Cleaning of Team Uniforms For Lab Activity (if used in a lab, a copy of the lab activity should be attached)
Resale Items	<ul style="list-style-type: none"> Merchandise for Resale <i>(Please Note: If purchased by someone outside of those departments with normal resale activities, further information will need to be provided)</i>
Advertisement in Newspaper	<ul style="list-style-type: none"> Ad for SU Open House Ad for SU Graduation

<p style="text-align: center;">Freight</p>	<ul style="list-style-type: none"> • Shipping Costs for Returning Item to be Repaired • Shipping Costs for Expedited Mailing of Contract to Meet Due Date • International Shipping Costs for Mailing of Important Documents Related to International Studies
<p style="text-align: center;">Repairs</p>	<ul style="list-style-type: none"> • Labor and Parts for Roof Repair on Ikenberry Hall • Labor and Parts for Lab Equipment located in (Room Number) • Labor and Parts for Repairing of Cooler in Ram's Den
<p style="text-align: center;">Recreational Equipment/Supplies</p>	<ul style="list-style-type: none"> • Stationary Bike purchased for Wellness Center • Basketballs for Team Use
<p style="text-align: center;">Paper</p>	<ul style="list-style-type: none"> • Copy Paper for General Department Use • Copy Paper for Student Computer Labs