



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

## Cardholder Instructions: Purchasing Rules Quick Reference Guide

**Purchases on the P-Card MUST be for University Business ONLY!**

### Prohibited P-Card Purchases

**Personal Purchases** – a purchase on the P-Card of goods and/or services that have no business justification.

Examples:

- Amazon Video/Music,
- travel expenses not tied to or necessary for approved business travel (early bird check in fees, seat upgrades),
- clothing, accessories or meals for individuals and not associated with approved hospitality or approved team/student travel or activity,
- fuel for personal vehicle.

**Any cardholder who places a personal purchase on his/her P-Card will be assigned 50 or 200 points depending on the nature of the purchase. This would be determining (once all documentation and explanation has been obtained and reviewed) if the personal purchase was accidental or intentional.**

**Restricted Purchases** – a purchase on the P-Card of goods and/or services that have an approved business justification but are **NOT ALLOWED** to be made on the P-Card by the cardholder.

Examples:

- gift card purchases **WITHOUT** prior authorization,
- fixed asset purchases (a single item of \$1,000 or more),
- purchases in association with a fundraising event,
- employee meals purchased in travel status (not associated with an approved hospitality or approved team/student travel or activity).
- association and membership dues.

**Any cardholder who places a restricted purchase on his/her P-Card will be assigned 150 points.**

## Prohibited P-Card Actions

**P-Card Delegation** – The practice of allowing an individual other than the cardholder whose name appears on the front of the P-Card to have access to the P-Card or P-Card number to initiate or complete a transaction. This includes **ONLINE** and **PHONE** orders. **This is a violation of policy and any cardholder found in violation will be assigned 200 points.**

**Stringing** – The practice of manipulating ordering, billing or payment processes in order to circumvent established cardholder limits. **This is a violation of policy and any cardholder found in violation will be assigned 150 points.**

*If you have any questions regarding the above, please don't hesitate to contact your assigned P-Card Coordinator.*