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**When to use a Procurement Card (PCard)**

The Procurement Card (PCard) is a Visa Card through JP Morgan and is administered by the Purchasing Office. PCards offer college staff the opportunity to streamline their procedures for procuring and paying for goods and services for official college business. The PCard program delegates authority and capability of purchasing items directly. Detailed receipts are required for all PCard purchases.

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| **AUTHORIZED USE:** | **PROHIBITED USE:** |
| * Between State Agencies if accepted | * Alcoholic beverages or alcohol permits |
| * Food and/or Beverage – Cardholders can purchase food for meals with meetings, light refreshments and student related events. Stay within per diem rates for all meals. | * Cash Advances |
| * Membership Dues | * IT Equipment (Hardware) & Software – Exception is granted to IT Staff |
| * Registration Fees | * Equipment – non-IT product, for example: mowers, audio/visual products, lab equipment, tools over $999.00 |
| * Office Supplies | * Furniture – Contact Facilities Staff for further information |
| * Tickets/Admission for student & staff | * Gift Cards – Contact Purchasing for further information |
| * Tools (not equipment) less than $1,000.00 | * Hotel miscellaneous charges other than lodging (room service, movies, spa & exercise fees) |
| * Travel * Hotel/Lodging * Car Rental * Airline Tickets | * Meals (Faculty & Staff) while on travel status as Per Diem is paid on a Travel Advance Form or Travel reimbursement (some exceptions are granted to staff traveling with students) |
| * Webinars | * Personal Purchases with the intention of reimbursing the college |
|  | * All Personal Service/Performer Speaker Contracts |
|  | * Purchase of goods, materials or services from any member of the card user/custodian’s immediate family or secondary employer |
|  | * Repair, maintenance services/installations-Examples include product repairs, labor related orders, installations or maintenance agreements. Any agreement that requires a signature. Exemptions may be granted on a case by case basis. |
|  | * Splitting Transactions to circumvent card, bid or authority limits |
|  | * All other unauthorized purchases |