

PCARD ALLOWABLE PURCHASES

Membership – Individual – Must have signed memo from Dean/Director and Vice Chancellor. This memo should outline the benefits of membership for the university, the individual and the cost.

Memo must be completed **prior** to purchasing a membership with the PCard. Send memo to Mike Smith-Procurement Services and reference PCard purchase.

Membership – Institutional – No memo is required.

Subscriptions or books – Educational, professional, books, magazines, periodicals, and newspapers.

Promotional Items – These items must be purchased from a licensed CLC vendor. This list is on the Procurement website. These are items that bear the A-State trademarked logos, if you are not sure please ask for clarification. Purchasing from non-licensed vendors will result in that amount being refunded to the PCard account from private (Foundation) or personal funds. This would be a violation on the PCard.

Postage - UPS/FedEx/USPS or other carrier.

Post Office box rental for department.

Department Purchases – Invoices for small purchases of supplies, project materials, items needed for daily operation or maintenance.

Office Supplies – Pens, staples, stapler, file folders, binders, etc. Consumable such as these used daily in an office. Can be purchased from any vendor. Our Staples contract provides discounts and free shipping.

Batteries – These may be purchased from any vendor.

Office Furniture – May be purchased locally or a contracted office furniture supplier (request a list of suppliers from Procurement Services) Contact Bill Hall for remodels and larger projects.

Computer Supplies/Accessories – Keyboard, mouse, jump drives, external hard drives, cables, and extension cords may be purchased from any vendor.

Cleaning Supplies/Hand Sanitizer/Kleenex/Clorox Wipes/Disinfectant Sprays – Used in the office for prevention of viruses. May be purchased from any vendor.

Catering – Sodexo is the only caterer. The use of the PCard is encouraged for Sodexo.

Food – Departments sometimes purchase items for student activities either on or off campus. Approval for these purchases may be obtained by emailing the Director of Procurement. Water or soft drinks must be Coca-Cola products. List included with this booklet.

Shipping of items – All items purchased with a PCard must be shipped to the University's Central Receiving. Exception being satellite sites for departments such as Childhood Services, Nursing, and Academic Affairs satellite campuses. No item may be shipped to a home address.

Property Control of Purchased Items – Most items purchased over \$500 must be tagged by Property Control, extension 2315.

This list is a generalization of purchases with the PCard. If you are unsure about an item please contact the credit card coordinator, Mike Smith @ 680-4230 or mismith@astate.edu.

Revised October 2020