

Purchasing Card (PCard) Quick Reference Guide

PCard Overview

- x PCards have a single transaction limit of \$4,999. No transaction should be split to avoid the \$4,999 transaction limit.
- x Use the [Request for PCard Purchases Assistance](#) Qualtrics form to request a one-time higher single transaction limit.
- x Gift cards must be distributed immediately to the intended recipients. Gift cards are viewed as cash per IRS regulations.
- x Transactions need to be allocated monthly in [PNC ActivePay](#). Provide the business purpose, description, and receipt/supporting documentation for each purchase.

Prohibited Purchases and Uses of the PCard

- x No transaction should be split to avoid the \$4,999 transaction limit.
- x BuyUSI catalog vendors -- see BuyUSI for a list of current catalog vendors
- x Personal items
- x Office Supplies, including printer toner
- x IT purchases (i.e., computers, including iPads, computer equipment, software, and hardware)
- x Copiers, printers, scanners, fax machines, cell phones, and cell plans
- x Printing services (i.e., letterhead, business cards, flyers, tickets)
- x Scientific supplies and equipment
- x Construction
- x Furniture and furniture-related items
- x Travel (i.e., registration fee, lodging, fuel, car rental, airfare, or any expense encumbered in Chrome River)
- x Alcoholic beverages
- x Retirement, bereavement, birthday, and anniversary-type gifts
See <https://www.usi.edu/business-office/accounts-payable/guidelines-and-procedures> for information
- x Donations
- x USI Foundation expenses
- x Use of PCard by another employee who has not signed a cardholder agreement for your PCard
- x Use of PCard by a non-employee

Poor management of the PCard may result in the revocation of cardholder privileges.

Fraudulent or intentional misuse of the PCard will result in revocation of the card and may result in restitution, criminal charges, and/or up to and including termination of employment.