

# Quick Reference Guide

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- **Original itemized invoices** are required to be submitted to the purchasing card administrator as soon as possible after purchase of an item.
- This card is for **University business purposes only** and may not be used for any personal transactions, even if the University is reimbursed.
- The cardholder is responsible and agrees to be held accountable to the University for all charges made to the credit card. For security purposes, do not e-mail your card number to any vendor. Always be sure online credit card payments are on a secure website.
- **Only the assigned cardholder may use it.** Should the cardholder terminate employment with the University or transfer between departments, the department has specific obligation to reclaim the credit card and return it to Business Services prior to the employee's termination date.
- **Remember, as a State institution, certain State and Federal guidelines and laws bind us.** To ensure compliance with these requirements, follow the guidelines outlined in the Purchasing Procedures Manual and the Purchasing Card Manual. Manuals are located in the Business Office and on-line.
- Questions concerning purchases may be directed to the Business Services at 265-4160.

## What should I purchase with my Credit card?

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### **Do**

Rent A Car  
Register for a conference  
Register for a hotel  
Buy an airline ticket  
Buy office supplies  
Fill your rental car with gas  
Educational Supplies-(excludes  
Lab fee & Grant Accts)

### **TURN IN YOUR RECEIPTS**

### **Vendors Not Allowed**

Pawn Shops  
Liquor Stores  
Pharmacy  
Accountant/Physician  
Attorney  
Movies/Plays/Museums

### **Do NOT**

Buy meals in travel status (per diem)  
Buy Alcohol  
\*Cash advance is prohibited  
Buy flowers or gifts  
Pay for contracted services  
Pay for personal expenses  
Buy capital equipment with a trade in  
Fill your personal car with gas  
Buy gas for state vehicles (use state gas card)  
Prescription drugs/controlled substances  
Telephones, Computers and related Equipment  
Any purchase prohibited by current University  
purchasing policies and procedures

DO NOT split purchases