MISSOURI STATE UNIVERSITY
Allowable Purchases

The Missouri State University Procurement Card may be used to purchase items equal to or less than $3,000.00 classified as commodities such as consumable supplies, maintenance materials, parts, and other miscellaneous purchases.

Following is a list of the types of allowable purchases. This list is not intended to be a complete list of allowable purchases that can be made with the Procurement Card, but is intended to assist you in getting a general idea of acceptable purchase transactions.

**Allowable Purchase Descriptions**

Advance Purchase of Airfare (domestic only)
Commodities on Contract
Conference pre-registration fees, including web casts
Custodial supplies
Electronic data processing supplies
Food; Refer to policy on page 6
Freight and expedited (overnight) shipping charges
Operating and maintenance supplies
Other technical and specialized supplies
Printing and photography supplies
Printing services (subject to receiving a waiver from Printing Services, as applicable)
Professional memberships
Publications and subscriptions
Small tools
MISSOURI STATE UNIVERSITY
Unallowable/Excluded Purchases

The Missouri State University Procurement Card may not be used to purchase items that are not in accordance with the University's payment and procurement rules and regulations.

Following is a list of some unallowable/excluded purchases. This list is not intended to be a complete list of unallowable/excluded purchases that can be made with the Procurement Card but is intended to assist you in getting a general idea of unacceptable transactions.

Unallowable/Excluded Purchases

Alcoholic beverages
Bookstore purchases and any transaction within the university that should be on a budget transfer Capital assets/inventoriable equipment purchases, including computers, laptops
Cash advances
Construction, renovation, or installation
Dell purchases
Employee travel expenses that are reimbursable under the University's travel policy, except as specifically provided for elsewhere herein. Procurements cards may not be used for individual business travel arrangements such as international airfare, hotels, meals, rental cars, fuel, etc.
Foundation-funded purchases
Foreign vendors
Furniture
Gasoline or fuel of any kind
Gifts, gift cards/certificates, awards or prizes
Hospitality or entertainment (unless an exception is granted for a specific purpose)
International Airfare
Leases and rentals of facilities/space
On-line data services
Personal computers and Personal Digital Assistants (PDA's)
Personal use items
Postage stamps
Purchases involving trade-ins
Purchases that by-pass or circumvent existing procurement or payment procedures
Services (consulting, professional services, independent contractor, etc.)
State sales tax
Telecommunications services and equipment including cellular telephones, pagers, etc.
Television
Weapons, ammunition