P-Card Allowable Purchases

Advertising including job posting in newspapers/magazines/online, et cetera
Automotive purchases including maintenance, repairs, car wash, et cetera. (University vehicles only)
Cameras, Camcorders, and other Audio/Visual equipment
Cleaning and dry cleaning services
Commodities on Contract
Conference registration fees, seminar fees, including webinars
Copier maintenance agreements
Custodial supplies
Electronic data processing supplies
Food: Refer to Food purchases on P-Card
Foundation funded purchases (excluding scholarships, insurance proceeds and capital projects)
Freight and expedited (overnight) shipping charges
Microwave ovens
Operating and maintenance supplies including paper towels, facial tissue and other cleaning supplies
Printing and photography supplies
Professional memberships, subscriptions and dues
Publications and Journals
Printers, scanners and fax machines
Refrigerators and Freezers
Small tools
Software (excluding Adobe, IBM, Microsoft and VMware)
Shelving Storage- Open air
Tablets, Notebooks, Netbooks, Personal Digital Assistants
Technical and specialized supplies
Televisions
Trophies, medals, plaques and ribbons
Travel: Refer to Travel Purchases on P-Card
Used parts and equipment
P-Card Unallowable Purchases

Adobe Incorporated
Alcoholic beverages
Apple Incorporated (refer Apple policy for purchasing guidelines)
Bookstore purchases and any transaction within the university that should be on a budget transfer

Fixed Assets
Cash advances
Certified Professional Secretary Exam
Coffee and other supplies related to coffee including coffee powder, coffee maker, et cetera

Computers, Laptops and Monitors
Construction, renovation, or installation
Dell Incorporated
Fiscal Responsibility: Non-allowable expenses per the Fiscal Responsibility Policy
Furniture
Gasoline or fuel of any kind

Gifts including gift cards/gift certificates

HON Company Incorporated
Hospitality or entertainment
Insurance Payments: Professional liability insurance payments for faculty, students or staff
International vendors
Leases and rentals of facilities/space includes park pavilion
Lunchroom supplies (paper plates, bowls, forks, knives, spoons, et cetera)
Personal use items
Postage stamps

Printing services
Purchases involving trade-ins
Purchases that by-pass or circumvent existing procurement or payment procedures

Purchases that require a contract and/or agreement to be signed
Services (consulting, insurance, professional services, independent contractor, et cetera)
State sales tax
Telecommunications services and equipment including cellular telephones, headsets, pagers, et cetera
Weapons, ammunition

Website hosting or domain name registration
Travel Related Purchases

Procurement Cards can be used for the following travel expenses:

- Domestic Airfare
- Lodging
- International Airfare
- Group Travel
- Tours and Tickets
- *Train and Bus Travel*

**Domestic airfare**

Departments may use their Procurement Cards to pay for domestic airfare. Procurement Cards may also be used to pay for the appropriate checked baggage fees.

*Airport shuttle/bus service to and from the hotel can also be paid for on the Procurement Card.*

*The Procurement Card cannot be used to pay for Travel Insurance/Travel Protection Plan. Per the Fiscal Responsibility policy, personal expenses involving personal insurance cannot be paid for out of a University budget.*

**Lodging**

Procurement Cards can be used to pay for room and tax charges. *Hotel parking is also allowable on the P-Card.*

Procurement Cards may not be used to pay for other charges that may apply to lodging including, Internet access/Wi-Fi, mini bar, movie, resort fees, room service, safe, telephone charges, valet service, et cetera. Reimbursement for these types of expenses will be made in accordance with the University’s travel policy.

Express check-out should be avoided, as the statement provided may not show that charges have been paid in full. Many hotels and motels offer a faculty or commercial rate that is less than the normal daily rate if advance reservations are made or if the fact that the employee represents the University is brought to the attention of the hotel or motel clerk at the time of registration.

Process for payment of lodging charges:

- Payments may be made directly to the hotel/motel
- Reservations and payments for hotels/motels may be made online using web based travel agencies (expedia.com, travelocity.com, hotels.com, et cetera.)
- Package deals combining both hotel/motel and airfare charges may be paid for on the Procurement Card. Package deals cannot include any other individual business travel arrangements not allowed on the Procurement Card.

A print out of the reservation confirmation and a paid receipt showing only room and tax charges needs to be obtained.

Note: Normally, when lodging charges are placed on a credit card, the vendor will put a hold on the credit card. The hold amount (actual amount varies by vendor) may not be a real charge but it will temporarily encumber funds that would otherwise be available for the cardholder to use. The pending charges will eventually go away a few days after the transaction has been charged to the credit card.

**International Airfare**

Definition: For the purpose of the Procurement Card policy, the United States includes the 50 states and the District of Columbia.

Travel outside of the United States must be approved prior to traveling according to the criteria below:
- Travel associated with academic units must submit foreign travel approval signed by their department head, dean, and the Provost, unless the travel is associated with the China Branch campus.
- Travel associated with the China Branch campus must submit foreign travel approval signed by the Vice President for Research and Economic Development.
- Travel associated with other administrative duties must submit foreign travel approval signed by the President.

A copy of the approval must be kept on file along with the other backup documentation.

All foreign travel paid for on the Procurement Card should only be for business purposes. If less than 25% of the time on the trip is spent on personal activities, the trip is considered entirely for business.

Travelers with a foreign destination may upgrade their economy class to economy plus or other similar class, but at no time will the University reimburse travelers for business or first class airfare.

*The Procurement Card may also be used to pay for Passport and Visa fees when traveling on University business.*

**Group Travel**

A detailed invoice or reservation confirmation showing a list of all passengers on the trip will need to be attached to any other additional documentation.
Tours and Tickets

A detailed invoice or reservation confirmation and a paid receipt from the vendor showing the amount charged to the card needs to be obtained. Also, an explanation detailing the business purpose of the event needs to be kept on file as well. Cardholders may use the Procurement Card Tours and Ticket Purchases Form.

Train and Bus Travel

P-Cards may be used to pay for Train tickets from Amtrak when traveling between cities.

P-Cards may be used to buy Bus tickets when traveling between cities. This includes any purchase made from Greyhound Lines, BoltBus, MegaBus, et cetera.

The P-Card cannot be used for Subway/Tram/Metro charges when traveling within a city.

The P-Card cannot be used for Shuttles/Bus charges when traveling within a city.

Additional Travel Guidelines:

- Direct billing to the department is available when utilizing Adelman Travel (formerly Great Southern Travel).

- For security purposes, the cardholder is not allowed to fax across their credit card information to any travel related vendor. As an alternative, a credit card authorization form is to be completed and emailed to the vendor.

- Kindly inform the Procurement Card Coordinator prior to making travel arrangements with vendors in foreign countries.

- Please use caution when paying for transactions with vendors based out of Spain and Turkey. From a credit card security standpoint, the bank has identified them as being high-risk.
# P-Card Travel Purchases Checklist

<table>
<thead>
<tr>
<th>Allowable Expenses</th>
<th>Non-Allowable Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic airfare</td>
<td>Travel insurance/Travel protection plan</td>
</tr>
<tr>
<td>Checked baggage</td>
<td></td>
</tr>
<tr>
<td>Airport shuttle to and from hotel</td>
<td>Rental car</td>
</tr>
<tr>
<td></td>
<td>Taxi/Cabs</td>
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<tr>
<td>Lodging:</td>
<td></td>
</tr>
<tr>
<td>Room and tax</td>
<td>Internet access</td>
</tr>
<tr>
<td>Parking</td>
<td>Mini bar</td>
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<tr>
<td></td>
<td>Missouri state sales tax</td>
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<td></td>
<td>Resort fees</td>
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<td></td>
<td>Room service/Meals</td>
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<td></td>
<td>Telephone charges</td>
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<tr>
<td></td>
<td>Valet service</td>
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<tr>
<td>Internation airfare</td>
<td>Travel insurance/Travel protection plan</td>
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<tr>
<td>Passport fees</td>
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<tr>
<td>Visa fees</td>
<td></td>
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<tr>
<td>Group travel</td>
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<tr>
<td>Train (Intercity): Amtrak</td>
<td>Train (Intra city)</td>
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<tr>
<td></td>
<td>Subway/Tram/Metro</td>
</tr>
<tr>
<td>Bus (Intercity travel):</td>
<td></td>
</tr>
<tr>
<td>Boltbus</td>
<td></td>
</tr>
<tr>
<td>Greyhound Lines</td>
<td>Bus (Intra city)</td>
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<tr>
<td>MegaBus</td>
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Foreign Transactions

By default, transactions with international vendors are not allowed on the Procurement Card. Any non-travel foreign transaction needs to be pre-approved by the cardholder’s respective budgetary authority. An email approval with the following information needs to be sent to the Procurement Card Coordinator:

1. Vendor Name:
2. Country located in:
3. Amount Requested:
4. Date of purchase/s:
5. Product details (brief):
6. Name on the credit card:
7. Last 4 digits of the credit card:

When paying for foreign travel purchases, prior approval is not required from the Office of Procurement Services. However, cardholders are required to inform the Procurement Card Coordinator in order to make the necessary changes with the bank in order to allow for foreign purchases to go through without being declined.

All receipts in foreign currency are to be converted into US dollars. The receipt is to be converted using the date that the expense occurred and the conversion rate should be printed and submitted as backup documentation. Documentation of currency conversion must be attached to the receipt.

Note: Cardholders will need to notify the Procurement Card Coordinator for any foreign transaction.

Procurement Card Security

The cardholder is responsible for the security of their Procurement Card and the transactions made against it. The card will be issued in the cardholder’s name and any purchases made against the card is the individual’s responsibility. The Procurement Card commits University funds each time the cardholder uses it. This is a responsibility that must not be taken lightly.

When the cardholder receives their card, they are required to sign the back of the card immediately and always keep it in a secure place. The card is the responsibility of the cardholder.

Note: Procurement Card sharing is not allowed. Only the cardholder can use the card. Individuals cannot give out the credit card or the credit card information for other’s to use.
# Procurement Card Contacts

<table>
<thead>
<tr>
<th>OFFICE OF PROCUREMENT SERVICES - CARRINGTON HALL 106</th>
<th>FAX NUMBER: (417) 836-6583</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME</td>
<td>TITLE</td>
</tr>
<tr>
<td>Isaac Balasundaram</td>
<td>Procurement Card Coordinator</td>
</tr>
<tr>
<td>Brenda K Lanning</td>
<td>Procurement Technician</td>
</tr>
<tr>
<td>Mike Wills</td>
<td>Director</td>
</tr>
<tr>
<td>Trevor Godfrey</td>
<td>Graduate Assistant Procurement Card Auditor</td>
</tr>
<tr>
<td>Meng Zhang (Katherine)</td>
<td>Graduate Assistant Procurement Card Auditor</td>
</tr>
</tbody>
</table>

## FINANCIAL SERVICES

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
<th>TELEPHONE NUMBER</th>
<th>E-MAIL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>LeTeya Hargrove</td>
<td>Accountant</td>
<td>(417) 836-4564</td>
<td><a href="mailto:LHargrove@MissouriState.edu">LHargrove@MissouriState.edu</a></td>
</tr>
<tr>
<td>Beth Hale</td>
<td>Accountant-Grants</td>
<td>(417) 836-4447</td>
<td><a href="mailto:BethHale@MissouriState.edu">BethHale@MissouriState.edu</a></td>
</tr>
<tr>
<td>Deanne Hayden</td>
<td>Non-Student Part-Time</td>
<td>(417) 836-4561</td>
<td><a href="mailto:DeanneHayden@MissouriState.edu">DeanneHayden@MissouriState.edu</a></td>
</tr>
</tbody>
</table>