

## **Purchasing Card Program Procedures**

The University has officially begun use of a VISA purchasing card (Pcard). This will allow you to make purchases that are not easily accomplished using other University purchasing procedures. The primary use will be for check requests, online purchases, and vendors that do not accept CWO's. Fully filled out Originating requests will be required for all Pcard purchases.

Examples of allowable purchases under the Pcard program are advanced registration, hotel deposits, reprint and subscription orders, and online purchases that are **not** part of the University's Systems Contracts, such as purchases from VWR, Western NY Computing, Staples, to name a few. The Pcard **cannot** be used for travel, specifically airline tickets, hotels, or car rentals. Pcard purchases are restricted to items with a total cost of less than \$1,000. All procedures for purchases remain in effect, and the following steps should be used for Pcard purchases. Please see Brian Griebner if you have any questions regarding the Pcard program.

- 1) Completely fill out an Originating Request.
- 2) After the description, state the Pcard is to be used for this order.
- 3) For web purchases, one of the following must also be used:
  - a) the complete web address (URL) to purchase the product, and the item clearly identified .
  - b) if the web site is confusing or written directions would not be clear, contact Donna Dolan to order the item(s) on her computer , she will then enter the Pcard information.
  - c) If downloading software to a specific computer, contact Donna Dolan when ready to download, she will come to that machine and enter the Pcard information.
- 4) For check requests, the Pcard should be used any time it is possible, i.e. Conference registrations, reprints, subscriptions, etc.

### **Pcard Exclusions list**

#### **Policy**

**In addition to the limits that are controlled at the point of sale by the card, the University of Rochester limits the use of the card through policy. The card may be used only for purchases that are made under delegated authority. The following MAY NOT be purchased with the Pcard:**

Animals  
Business Cards  
Capital Equipment  
Cash advances  
Contracting (i.e., Consultants/Independent Contractors, Maintenance agreements)  
Controlled substances, medications

Equipment involving trade-in or exchange  
Forms  
Furniture  
Hazardous Substances/materials (i.e., gasoline, fuel, explosives, etc.)  
Items for personal use  
Lease, rental, or demonstration equipment  
Moving, storage, rigging, or transportation services  
Purchases from individuals  
Radioactive isotopes  
Releases on standing orders, blanket orders, or multiple shipments  
Travel, gasoline, fuel  
Textbooks

If there is any question as to whether a specific purchase is allowed, please contact the Business Office.

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