

P-CARD POLICY & PROCEDURES

	PC-103 P-CARD LIAISON REVIEW CHECKLIST*	
NO PROHIBITED PURCHASES INCLUDING BUT NOT LIMITED TO: - Personal purchases of any kind (Personal purchases are defined as purchases of goods or services intended for non-work-related use or use other than official State business). - Cash advances in any form, including use of the card or card number at Automated Teller Machines (ATMs), inside bank branches or at cash advance, quasi-cash and money transfer locations such as Western Union, Telecheck, etc. - Gift cards, stored value cards, calling cards, pre-paid cards or similar products. - Employee travel expenses, including lodging, transportation (except airline tickets and rental cars), and meals. - Entertainment, including in-room movies. - Alcoholic beverages or Tobacco products. - Furniture - Fuel for State-owned vehicles. (Many of these purchases may be made with the State Fuel Credit Card, an alternate program) - Professional services. (Medical Services, Accounting, Legal, plumbing, A/C work, electrical, etc.) - Food of any kind (unless a documented exception is granted by the Finance Office). - Purchases from a vendor with a blocked MCC (see www.lander.edu/about/offices-departments/procurement-services) - To make payment on "open" accounts maintained with vendors. The P-Card shall only be used to pay one transaction at a time and cannot be used to pay the accumulated balance of an account. - Payment of State and local taxes to the Department of Revenue - Apparel of any kind - Software or Software Subscriptions including Music Subscriptions. (Exceptions may be allowed with documented approval by Finance and ITS) - IT Related purchases of equipment (Exceptions may be allowed with documented approval by ITS) - Donations or sponsorships *This checklist represents some of the most common things to look for but is not all inclusive. For a complete listing of prohibited purchases refer to the Purchasing Card Manual at www.lander.edu/about/offices-departments/procurement-services 1) No Split Purchases 2) Proper Review and Signature 3) Purchases made from state contract vendors when possible 4) Deliveries only made to business address		
I hereby certify that I have reviewed the transactions and associated documentation for (cardholder) _____ and that any issues identified have been addressed in accordance with applicable policies and procedures. Liaison name (print): _____ Liaison Signature: _____ Date: _____		
This completed form should be filed with the cardholder statement each month.		