

Purchasing Card (PCard) Quick Reference Guide

PCard Overview

- PCards have a single transaction limit of \$4,999. No transaction should be split to avoid the \$4,999 transaction limit.
- [Email](#) Procurement if you need an increase (temporary/permanent) to your monthly credit card limit. You will be notified if the request has been approved and will be provided with the next steps.
- Gift cards must be distributed immediately to the intended recipients. Per IRS regulations, gift cards are viewed as cash.
- Transactions need to be allocated monthly in [PNC ActivePay](#). For each purchase, provide the business purpose, description, and receipt/supporting documentation.

Prohibited Purchases and Uses of the PCard

- No transaction should be split to avoid the \$4,999 transaction limit
- BuyUSI catalog vendors -- see BuyUSI for a list of current catalog vendors
- Personal items
- Office Supplies, including printer toner
- IT purchases (i.e., computers, including iPads, computer equipment, software, and hardware)
- Copiers, printers, scanners, fax machines, cell phones, and cell plans
- Printing services (i.e., letterhead, business cards, flyers, tickets)
- Scientific supplies and equipment
- Contracts/Agreements
- Construction
- Furniture and furniture-related items
- Travel (i.e., registration fee, lodging, fuel, car rental, airfare, or any expense encumbered in Chrome River)
- Alcoholic beverages
- Retirement, bereavement, birthday, and anniversary-type gifts
- Donations
- USI Foundation expenses
- Use of PCard by another employee who has not signed a cardholder agreement for your PCard
- Use of PCard by a non-employee

Poor management of the PCard may result in the revocation of cardholder privileges.

Fraudulent or intentional misuse of the PCard will result in revocation of the card and may result in restitution, criminal charges, and/or up to and including termination of employment.