

## PCARD PURCHASING DOS AND DON'TS

	DO (YES)	DON'T (NO)
Abstracts and Manuscript submission fees	X	
Adjunct Professors (non-employee)		X
Advertisements ( <b>See Note #1</b> ) – (ADS & FACULTY)	X	
Agreement Between Institutions (USG & Non-USG)		X
Books, Reprints, Pre-printed Matter	X	
Bookstore (MCG)		X
Building Materials – ( <b>Exception: Lab materials and those items pre-approved through Facilities Management are allowable; personal heaters and fans must meet the Environmental Health and Safety, Fire Safety policy guidelines</b> ).		X
Calling Cards (Phone Cards)		X
Computer Parts & Components ( <i>To include shipping &amp; handling; UNDER \$500 for repair or upgrade as long as the intent is NOT to build a computer. Ex: memory, motherboards, processors, repair items.</i> )	X	
Computer Supplies & Peripherals ( <i>To include shipping &amp; handling; UNDER \$999.99. Ex: external drives, speakers, printers, scanners, monitors.</i> )	X	
Computer systems and laptops – Purchased with a purchase order; regardless of price.		X
Consulting Companies & Professional Services		X
Controlled Assets ( <b>Ex: guns, ammunition, explosives, etc.</b> )		X
Copying & printing, i.e., Kinko's	X	
Dry Ice	X	
Dues/Membership, Institutional – <b>Must include the Accounts Payable Memorandum Form; Cannot be an automatic renewal</b>	X	
Equipment		X
FEDEX/UPS	X	
Flowers / Florist purchases		X
Gases & Gas Cylinders	X	
Honorarium / Speaking Fees		X
Jewelry		X
Laundry/Cleaning	X	

	DO (YES)	DON'T (NO)	
Leases		X	
License Renewal, IT - <b>(Exception: Software renewals through MSD are allowable purchases on the pcard if less than \$1,000).</b>		X	
Maintenance		X	
Non-Hazardous Chemicals & Lab Supplies <b>(See Note #2)</b>	X		
Personal items or gifts <b>(items are considered personal if they are for the sole use of the state employee.)</b>		X	
Perspective Faculty		X	
Postage		X	
Registration <b>(See Note #3)</b>	X		
Reimbursements, to include food		X	
Research Subjects <b>(See Note #4)</b>		X	
Restaurants, catering or fast-food restaurants & Entertainment		X	
Sales and Use Tax		X	
Service Agreements (Individuals)		X	
Services / Repairs – <b>Does not include annual service agreements</b>	X		
Single Transaction <b>(one vendor)</b> supply purchase <b>over</b> \$4,999.99		X	
Small value equipment items <b>(to include shipping and handling UNDER \$999.99. Ex: digital cameras, audiovisual and lab equipment. PDA's are okay but must NOT have cell phone capability.)</b>	X		
Software <b>(Less than \$999.99 &amp; does not store PHI or IPI data elements)</b>	X		
Special Approval Commodities		X	
Split purchases <b>(Ex: Items purchased to circumvent credit or daily limits.)</b>		X	
Staffing, Temporary Personnel		X	
Stipends & Purchases with multiple payments		X	
Subscriptions		X	
Supplies <b>(See Note #5)</b>	X		
Supplies, Office	X		
Travel Expenses <b>(Taxi, hotel or plane reservations, tips, etc)</b>		X	
Utilities		X	
VISA Applications		X	
Water & Water System Filter Exchange	X		
Wireless Equipment		X	
Wireless Services, Accessories & Supplies <b>(See Note #6)</b>	X		

## NOTES:

### #1. Advertisements

- (a) Staff Advertisements - Use purchase order & requires approval by Human Resources.
- (b) Faculty Advertisements – Can use the Purchasing Card, but the department must obtain prior approval from Human Resources Faculty Affairs and the Materials Management Buyer.
- (c) Ads – Can use the Purchasing Card, but the department must obtain prior approval from University Advancement Office of Strategic Communications.

#2. Hazardous and Radioactive Chemicals and Materials – Should be purchased with a purchase order. Please refer to the list of Bio-safety Level 2 and 3 materials located at: [www.mcg.edu/research/ibc/BSL2Pathogens.htm](http://www.mcg.edu/research/ibc/BSL2Pathogens.htm) and [www.mcg.edu/research/ibc/BSL3Pathogen.htm](http://www.mcg.edu/research/ibc/BSL3Pathogen.htm) .

#3. Registration – Use of the p-card is strongly encouraged, except where this includes the payment of dues for membership renewal or food & lodging that is priced separately.

#4. Research Subjects – Must include the required Research Subjects Form available at the Sponsored Program Activity Pre-Award Office at extension 1-2592.

#5. Supplies – All supplies, except office supplies, may be purchased on either the p-card or purchase order. However the use of the p-card is strongly encouraged. **Building supplies are restricted unless pre-approved through facilities management. (Exception: lab materials – supplies needed to perform research – i.e. pvc pipe)**

#6. Wireless Services, Accessories & Supplies – **MUST** be purchased on a purchase order with the purchase of the wireless device. However, other accessories and supplies may be purchased with the p-card, if the total purchase price is less than \$500. Monthly recurring bills for cell phones, pagers or wireless communication devices can be paid with the pcard.