Purchasing Card Check Sheet

1. Single transaction limit is $1,000.

2. Monthly limit is $3,000.

3. We NEVER pay state sales tax. Sales tax exemption certificate is available online.


4. We do not pay fuel surcharges.

5. Retain ALL original receipts, including shipping documentation, sales slips and credit receipts.

6. Each receipt must be detailed to include description of item purchased and cost.

7. Before making a purchase, verify that money is available in your budget.

8. The purchasing card may be used for the following:
   - Office, educational, lab, maintenance, custodial & other operating supplies
   - Equipment, furniture or furnishings
   - Software and software licenses (except Adobe, which should be a purchase requisition on SAP)
   - Overnight shipping/courier services such as FedEx, UPS, etc.
   - Postage costs for shipping a parcel from the post office where a receipt is provided, excluding the purchase of stamps.
   - Travel-related expenses such as hotel and transportation for speakers and candidates for employment (speaker fees must be submitted on purchase requisition system). When using the purchasing card for a hotel, the card holder must advise the hotel that Bloomsburg University is responsible for the room only; expenses such as telephone and food are not included.
   - Seminar/conference registration with no associated travel (on-line courses under $1,000)
   - Job fairs
   - Food, if cardholder has a food card and has completed a Justification/Approval for Food Purchases form
   - Memberships/Subscriptions/Licenses $250 and under which bear direct relationship/benefit to employee(s) current position duties and/or offset the cost of a professional conference that the employee(s) is attending
   - PayPal if the seller only accepts PayPal for payment and documentation is provided as part of the reconciliation

9. The following items may not be purchased with the purchasing card:
   - Goods and supplies in excess of single transaction limit of $1,000
   - Multiple purchases to the same/similar vendors, in the same time period, with the intent of circumventing the single transaction limit of $1,000
   - Travel-related expenses for students, faculty and staff such as hotel, transportation and meals, which must be processed in accordance with travel guidelines

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• Service of any type such as:
  o Honoraria
  o Consulting services
  o Repair and maintenance services
  o Temporary help
  o Catering services

• Cash advances
• Personal items, even if intention is to reimburse the university
• Promotional items and university clothing
• Gifts and awards
• Flowers
• Alcohol
• Food (unless approved purchase on food purchasing card)
• Telephones and cellular phones
• Merchandise for resale
• Small electronics such as ipads, epads, ereaders and digital cameras
• Desktop and laptop computers and printers
• Memberships/Subscriptions/Licenses $250.01 and over

10. All shipments must include the cardholder’s name on the billing and shipping address. The cardholder’s name is the only way we will know who gets the shipment.

11. Do not forget to request the “total charge” including shipping and handling.

12. Submit statement and original receipts in chronological order to Accounts Payable by the due date. Keep a copy for your records.

13. Make note on the statement of anything likely to be questioned – ie, if you have addressed a sales tax charge and are awaiting a refund, make note of it.

14. Vendor rebates
   • If the vendor sends a check to the individual cardholder, the check should be endorsed by the individual and sent to Julia Kaschak, x4022, Waller 22, with a miscellaneous deposit form.
   • If the vendor sends the individual cardholder a rebate coupon to be applied to future purchases, the rebate should be applied to purchases for the benefit of the department making the original purchase.

15. Contact Accounts Payable at if you are missing a receipt. (x4648)