OSU Procurement Cards

Itemized receipts are required for all transactions

OSU Procurement Card policy link: <http://fa.oregonstate.edu/fis-manual/400-expenditures/408-centralized-processing-expenditures/408-01-procurement-cards>

|  | **Departmental Purchasing Card (PCard)** | **Student Group Travel Card** | **Corporate Card** |
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| **Description:** | PCards may be used to purchase items when a check payment cannot be accepted.  The PCard should not be used to purchase event supplies. An exception may be requested through the AABC MU if local vendors do not sell the item. | Student Group Travel Cards are used only for student group travel expenses**.** | OSU employees may obtain a Corporate Card to pay for reimbursable business travel expenses.  The card is issued to the individual employee through a credit application process |
| **Billing:** | Billed to OSU index | Billed to OSU index | Billed to the cardholder. Payment to the bank is the cardholder’s responsibility. |
| **How to apply:** | The department may request a new PCard through the business center. | The department may request a new Student Group Travel Card through the business center.  Student Group Travel Cards are also available for check out at the Business Affairs office in Kerr Admin. | Faculty and classified staff employed at .50 FTE or more are eligible for a Corporate Card.  Contact Rose Hamilton in Business Affairs to apply for a Corporate Card. |
| **Typical purchases:** | * Office supplies * Conference or Seminar Registrations * Software * Teaching and research supplies * Materials for minor repairs * Prepayment of Faculty or Staff Lodging (room and tax only) * Subscriptions to newspapers, journals and periodicals * Furniture * Reference materials such as books * Housekeeping and maintenance supplies * Computer supplies * Minor equipment and appliances * Publications and reprints * Laboratory supplies | Only student group travel expenses, including:   * Lodging (room and tax only) * Ground transportation * Parking * Group meals (itemized receipts required) * Pre-approved program/activity fees such as museums * Tolls | Only reimbursable travel expenses incurred for university business travel, including:   * Lodging * Individual Meals (receipts not required if claiming per diem) * Group meals (itemized receipts required) * Ground transportation * Parking * Airport luggage fees (explanation required for more than two charges per trip) * Fuel for rental car * Reference materials * Tolls |
| **Unallowable purchases:** | * Airfare * Vehicle rentals * Transportation fares * Contracts for services * Meals and refreshments * Entertainment or hosting * Capital equipment * Transactions costing over $4,999 * Fragmented purchase to value over $4,999 * Personal use items * Medications * Laundry * Donations * Gifts * Personal memberships * Greeting cards * Fines | * Expenses not related to student group travel * Alcoholic beverages * Meals over per diem * Lodging over per diem or the conference lodging rate * Group meal gratuity over 15% * Personal use items * Medications * Laundry * Donations * Gifts * Personal memberships * Greeting cards * Fines | * Expenses not related to university business travel * Personal travel * Alcoholic beverages * Meals over per diem * Lodging over per diem or the conference lodging rate * Group meal gratuity over 15% * Personal use items * Medications * Laundry * Donations * Gifts * Personal memberships * Greeting cards * Fines |