

Department Purchasing Card (PCard) Procedures and Guidelines

Before use of PCard

1. Determine if a purchase order can be processed instead of using the PCard.
2. Understand that the purchase limit is \$1,000 per transaction (transactions cannot be split to exceed the \$1,000 limit).
3. Determine if the item is allowed to be purchased using PCard (see University policy for restricted purchases http://busfin.osu.edu/FileStore/223_PurchasingCard.pdf).

****NO TRAVEL EXPENSES ALLOWED****

4. If you do not have signature authority over the funding source, you must obtain written pre-approval from the authorized signatory. No purchases using OSURF funds are allowed.

Check out and use PCard

1. Check out PCard from Brian Steiner and completely fill out transaction log.
2. When using the PCard, **REMEMBER TO TELL VENDOR THAT OSU IS TAX-EXEMPT. If the vendor charges sales tax, you will be required to have the vendor credit the sales tax to the PCard.**
3. Use of PCard is limited to one business day but should be returned immediately upon completion of purchase for availability to other employees. If check-out is on Friday, return card first thing Monday morning.
4. Sign transaction log when returning PCard and inform Brian Steiner of any problems or issues with the transaction.

After use of PCard

1. Complete PCard transaction form (http://www.mecheng.osu.edu/files/u101/PCard_Transaction_Form.doc) and attach itemized receipt and credit card receipt (if separate from itemized receipt) and all associated supporting documentation **within 2 business days of transaction** and turn in to Brian Steiner.
2. Please ensure the following information is clearly documented on transaction form and/or supporting documentation:
 - a. Description of items purchased
 - b. A clear and detailed business purpose (how are the items used, what are they for, etc)
 - c. When purchasing food or a business meal, be sure to complete CoE Meals & Alcohol Form (http://www.eng.ohio-state.edu/fiscal/COE_Business_Meal_Alcohol_form.pdf)
 - i. Tips cannot exceed 20%
 - ii. Alcohol requires pre-approval of department chairperson and cannot exceed \$20 per person
 - iii. "Business meal" or "Meeting with John Smith from XYZ company to discuss research" are not acceptable business purposes – a clear and detailed business purpose/topic of discussion is required.
 - iv. When documenting for a large group, meeting, or conference/workshop:
 1. Remember that a sign-in sheet or meeting roster are recommended to fulfill the list of attendees requirement. However, please ensure that each person's business affiliation is also present.
 2. The business purpose requirement can be fulfilled by attaching a meeting agenda or conference/workshop flyer.
 - v. Spouse/partner attendance requires written pre-approval of the department chairperson as well as the College Finance Director