

# Purchasing Card Tips

## General Information:

- Purchasing Card transactions are available for cardholders to view in Banner SSB under the Employee tab
- Items on contract should only be purchased from the Preferred Vendor when using the Purchasing Card. AU contracts may be found here: [http://www.auburn.edu/administration/business\\_office/pps/contracts.html](http://www.auburn.edu/administration/business_office/pps/contracts.html)
- The Purchasing Card is tax exempt therefore purchases within the State of Alabama are not to include tax, including items ordered by phone or the internet which are shipped to Alabama. Purchases made while on travel status in another state may include tax.
- All receipts and invoices should be provided to your departmental reconciler throughout the month as charges are made
- Receipts and invoices must be itemized

## Examples of items **allowable** Purchasing Card charges:

- Most AU purchases under \$3000
- AU Hotel official guest lodging only (reference purpose of the stay, no meals charged to the room)
- Vehicle Rental and associated fuel purchases with AU Preferred Vendor while on travel status
- Subscriptions
- Institutional Memberships
- Individual Memberships (include documented, direct benefit to AU)
- Purchases made on the Internet, phone, or fax
- Conference registration fees
- Airline tickets for AU employees and students only (reference purpose of trip)
- Guest meals (include itemized receipt, guest list w/ affiliation to AU, and business agenda)
- Rental of equipment and space including meeting rooms and conference booth rental, total annual cost must be less than \$3000
- Shuttle to & from airport for AU employees and students on AU business travel
- Out of state lodging for employee travel

- Repairs and maintenance (including labor) for AU owned property, excluding copiers
- Cellphone accessories for AU owned devices purchased at the campus kiosk or retail store (note cellphone number on receipt)
- Intellectual licensing agreements/royalties
- Software licensing agreements

## Examples of **unallowable** Purchasing Card charges:

- Any professional service
- Meal purchases while on travel status
- Cash advances
- Capital items
- Maintenance or service agreements for copiers
- Airfare for AU guests, interviewees, and contractors
- Alcohol
- Cellphone service & equipment – paid through OIT