Use of Procurement Card

Summary/Purpose: Minimum conditions/instructions/limitations required for all transactions utilizing The University of Mississippi Small Purchase Procurement Card:

1. No procurement card transactions may exceed $3,499.99 with point-of-sale terminals or $50.00 with manual sales receipts if the merchant is required to obtain authorization.

2. State contract items shall not be purchased using the procurement card unless the contract vendor is being used. A list of mandatory state contract items is provided.

3. No personal use of the procurement cards will be authorized or allowed.

4. No ATM cash withdrawals will be allowed on the procurement card.

5. Only in-stock, immediate deliver items may be purchased. NO BACK ORDERS. Verify phone orders are in stock and ready for immediate shipment.

6. Telephone orders must be invoiced ONLY at or after the date of shipment. A telephone order log should be maintained by the cardholder. An example is provided.

7. Procurement card purchases are exempt from Mississippi state and local taxes.

8. All purchases are to be made within the limits set and available budget authority.

9. NO equipment over $499.99 or equipment exception items should be purchased with the card. A list of exception items is provided.

10. Only the following contractual services should be purchased with the card – Postage (55210), Shipping (55260), Advertising (55410), Dues/Memberships (55820), Dry cleaning (55830), Subscriptions (55840) and Software (55870). All other contractual services should be purchased with a purchase order.

11. The procurement card shall not be used for travel and entertainment expenses. This includes fuel for University vehicles. Group meals within the confines of the city of Oxford will be allowed if a detailed itemized receipt, list of persons attending, and the purpose of the meal are provided. **Alcoholic beverages are not an allowable expense.** The tip shall not exceed 15% unless mandated by the restaurant. Per person costs should not exceed $25.00.

12. The cardholder should obtain itemized transaction receipts from the merchant for each use of the card.

13. The cardholder should ensure that the prices paid are fair and reasonable.

14. All items purchased are required to be for bona fide University purposes.