

## **P-card Information**

The information provided here is a quick reference to common uses and practices regarding the P-card. For CSU's complete reference to P-card rules and regulations, refer to <http://wsnet.colostate.edu/cwis191/pcard/pcard.aspx>.

### **Can my P-card be used for travel expenses and parking?**

Only conference registration may be paid with a P-card. No other travel expenses are allowed.

### **What about sales tax?**

CSU is a tax exempt University and purchases, even those made online, should be tax exempt. The tax exemption number is embossed on the P-cards, #98-02381. If tax is mistakenly charged, the cardholder should contact the vendor to have the tax credited.

An exception would be if you are working in another state and make a purchase, tax could be charged on items purchased in that state.

### **What if more than one account number is involved?**

Invoices can be allocated to more than one account.

### **What if my purchase exceeds the \$3,000 limit? Can I split the cost between two invoices or with another PI?**

Splitting purchases in order to circumvent the purchasing process is strictly prohibited. If the cost is over \$3,000.00 in goods or services, a quote from a vendor is needed in order to process as a requisition or purchase order in Quali.

### **Can I use my P-card with a Quali vendor?**

P-cards are intended for small dollar, non-recurring purchases when the use of a Quali Shop Catalogs vendor or disbursement voucher is not viable. CSU receives discounts from many vendors in Quali which helps to keep costs lower.

**Can I use my P-card for food, beverage and other business event-related purposes?** Yes, if you have been granted full authority privilege. With such purchases, itemized receipts as well as completion of the [Official Function form](#) are required. Beverages do NOT include alcohol.

### **What if I lose my P-card?**

Call JP Morgan Chase, (800) 315-6056, and report the card as lost. They will need the last 4 digits of your CSU ID number in order to access your account.

## **Unallowable P-Card Expenses**

- Personal purchases
- Parking and travel expenses (Conference registration is the only allowable travel expense on a P-card. No shuttle, gasoline, vehicle expenses, parking, tolls, or rental cars allowed.)
- Split purchases (in order to circumvent the under-\$3,000 threshold)
- Alcohol

- Cash or cash-type transactions (no refunds of sales tax by cash, etc.)
- DEA licensed substances, medical drugs or narcotics
- Radioactive materials and restricted chemicals
- Furniture
- Gift cards
- Sam's Club or stores where signing a contract is required
- Lease agreements
- Guns and ammunition
- Online auction transactions
- Airfare (Travel card should be used instead)
- Printing services (with the exception of Copy Rite on campus, a waiver must be obtained if non-CSU vendors are used)
- Cell phones, pre-paid phones, phone cards