Purchasing Card Guideline Summary

Purchasing Services

We are here to help you. Please feel free to contact us at pcard@uncw.edu

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General Use Policy 05.160
This policy may be found on the Purchasing website.

The UNCW Purchasing Card Program allows rapid purchase of low-dollar (maximum of $2,500 per transaction) goods and services by permanent employees.

The Purchasing Card Program does not change "what" you can buy under state and federal guidelines; it offers another means to process a purchase.

The purchasing card cannot be used for personal purchases, even if the intent is to reimburse the university.

Purchases must be for legitimate business purposes and in accordance with all published guidelines for appropriate use of the purchasing card.

P-Card Standard Schedule of Events (Please see Approval Schedule on our webpage).

- Billing Cycle closes the 9th of each month.
- Dept completes reconciliation and sign-off in WORKS by posted date
- Data fed to Banner each week and immediately after Approval deadline

These are specific items that are not allowed on the purchasing card
(The appropriate method of purchase is in parenthesis)

Advertising (uShop)
Animals (uShop)
APPLE APPs or iCloud Apps. (Reimbursement by Check Request)

Dine-in Restaurants (Business Entertainment - Reimbursement by Check Request)

Cell Phones (Telecom)

Computer / PCs, Laptops, Google Glass, Notebooks, Tablets (Including Microsoft Surface and IPads), Netbooks, Programming, Servers, Maintenance, Network/ Information Service (uShop only)

Drones (uShop)

Entertainment/Events uShop)

Food over $100 (under $100 approved - On Campus Events Only, non-general funds, w/a business purpose (Food over $100 Aramark, food off-campus is Business Entertainment)

Furniture, Carpet, Blinds (uShop)

GIFTS/ Gift Cards, Certificates, or any other type gift Regardless of Funds (Please refer to Policy 05.159 Purchase of Gifts for Employees)

Hazardous Materials (uShop)

Independent Contractors or Individuals (uShop)

Logo or Trademark Items including UNCW, House Logo or Sammy (uShop)

Postal Services—USPS On-campus (IDI) Off-campus allowed

Registrations – Travel Related (Travel Card or Check Request)

Swain Center, TAC Repairs and Center for Innovation Entrepreneurship CIE - You may not pay another UNCW department (IDI)

Travel or anything related to travel (Travel Card or Chrome River)

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