



Purchasing Card Guideline Summary

Purchasing Services

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

Kimberley Reardon and Dian Smith

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.

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 and Promotional Items (uShop)

Amazon purchases MUST go through the uShop catalog, no exceptions
***Staples and VWR uShop catalogs must be used with the P-Card unless the total purchase amount is over \$2500 or there is no card available.**

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 on campus - Aramark, food off-campus is Business Entertainment – PO or Reimbursement by Check Request)

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 is allowed”

Registrations – Travel Related (Travel Card or Check Request)

Shipping to an off-campus location is a critical violation

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

Tax – We are a state university and should always be tax exempt

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