## Department Purchasing Card & Local Checking Restrictions

<table>
<thead>
<tr>
<th>NOT ALLOWABLE EXTENSION CHECKING ACCOUNT</th>
<th>NOT ALLOWABLE UNIVERSITY PCARD</th>
<th>ALTERNATIVE</th>
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</thead>
<tbody>
<tr>
<td>Any purchase that is over $1,000&lt;br&gt;<strong>Allowable:</strong> payments to Ohio State, postage, payments to camp (camp reg. fees ONLY)</td>
<td>Any purchase that is over $5,000&lt;br&gt;<strong>Allowable:</strong> temporary limit increases can be requested</td>
<td>Workday Requisition to create PO</td>
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<tr>
<td>Donations: Organizations and people</td>
<td>Donations to an organization are okay</td>
<td>Workday Requisition to create PO</td>
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<tr>
<td>Travel Expenses&lt;br&gt;<strong>Allowable:</strong> registration fees for OSU employees</td>
<td>Travel okay on PCard with pre-assigned Spend Authorization number.</td>
<td>Expense Report for SA#</td>
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<tr>
<td>IT related purchases of any kind (OCIO only!)</td>
<td>Computers, tablets &amp; any IT related items (OCIO only!)</td>
<td>Submit request for supplies, purchases, etc. through the IT helpdesk.</td>
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<td><strong>Payments to People</strong>&lt;br&gt;Examples:&lt;br&gt;- Scholarships&lt;br&gt;- Honoraria&lt;br&gt;- Payroll - includes interns &amp; temps travel reimbursements payments to check signers&lt;br&gt;<strong>Allowable:</strong> Refunds for returned items &amp; reimbursements for supplies under $100</td>
<td>Usually not feasible to pay a person with a PCard</td>
<td></td>
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<td><strong>Payments for Services</strong>&lt;br&gt;Examples:&lt;br&gt;- “Skilled Trades”&lt;br&gt;- Equipment Repair&lt;br&gt;- Parking charges&lt;br&gt;- Moving&lt;br&gt;- Nurses&lt;br&gt;- Insurance (except AIL event insurance)</td>
<td>Recurring monthly services are generally not allowable.</td>
<td>Workday Requisition to create PO</td>
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<tr>
<td><strong>ITEMS REQUIRED TO BE PROCESSED ON A PO</strong>&lt;br&gt;- AIR CONDITIONERS&lt;br&gt;- AIRCRAFT (DRONES)&lt;br&gt;- AUDITOR OR ACCOUNTING SERVICES&lt;br&gt;- CHEMICALS &amp; RADIOACTIVE PRODUCTS&lt;br&gt;- SECURITY SYSTEMS &amp; SERVICE&lt;br&gt;- BUILDING MAINTENANCE &amp; REPAIR&lt;br&gt;- PAINTING &amp; CONTRACTING SERVICES&lt;br&gt;- FIRE SAFETY SUPPLIES &amp; SERVICE&lt;br&gt;- GAS (HELIUM &amp; PROPANE TANKS)&lt;br&gt;- RADIO &amp; SATELLITE EQUIPMENT (WALKIE TALKIE)&lt;br&gt;- TELEPHONES &amp; SERVICE (OCIO Only! TRACFONES &amp; MINUTES)</td>
<td><strong>COPIERS&lt;br&gt;OFFICE SPACE RENTAL&lt;br&gt;WEAPONS, FIREARMS &amp; AMMUNITION&lt;br&gt;VEHICLES&lt;br&gt;LETTERHEAD &amp; MAILING LABELS&lt;br&gt;SIGNAGE&lt;br&gt;VENDING&lt;br&gt;VIDEO PRODUCTION&lt;br&gt;LEGAL SERVICES&lt;br&gt;INSURANCE</strong></td>
<td>Letterhead, etc: OSU UniPrint and Workday requisition – Buckeye Buy Supplier&lt;br&gt;Copiers: OSU UniPrint contract&lt;br&gt;All others: Workday Requisition to create PO</td>
</tr>
</tbody>
</table>

### ADDITIONAL NOTES:

**Purchases that require a signed contract:**<br>Contracts must be signed by the University before paying. Enter a non-catalog requisition in Workday and attach contract.

**Event Insurance – American Income Life:**<br>Workday PO should be utilized for AIL payments. Checking account should only be used only if a PO cannot be established in time. Preplan to avoid this situation.

**Alcohol:**<br>Usually requires preapproval from Dean’s Office – ask your Service Center Representative.

**Project Expenses:**<br>Expenses on an OSP project are not allowable on a university PCard. You may use the checking account if the commodity allows it or an OSP PCard.

**Items that are usually not allowable from university funds:**<br>Personal expenses or loans – even if you intend to pay it back, support of political activities, cash to make purchases, gift cards purchased to use as cash for university purchases, savings bonds (usually not allowable).

**Skilled Trades:** Prior to commencing work with a non-contracted skilled trade supplier, additional approval and paperwork is needed. The purpose is to limit risk to the university. **PCards should not be used to pay for skilled trade services.**

**Examples of skilled trades:** Asbestos abatement, electrical services, fire suppression, general contractors – including painting services, HVAC-boiler/chiller repairs and or maintenance, plumbing services, waste management, window cleaning.
Red flag purchases
STOP and ask FIRST!

Liability issues
Safety, security, transportation

IRS tax issues
Gifts, payments to individuals for services

University image
Branding, promotional items, sales, giveaways

Examples
Charters (buses, canoes, boats)
Weapons, ammunition, firearms, bows, arrows
Unmanned Aerial Vehicles, Renovations that disturb the walls, floor or ceiling, Online file storage,
Online payment processing, Online software, Gifts to employees,
Large gifts >$250 to non-employees, honoraria, emeriti, speakers, nurses, entertainers, drivers,
Promo items: T-Shirts, hats, bags, trinkets