

# Department Purchasing Card & Local Checking Restrictions

<b>NOT ALLOWABLE EXTENSION CHECKING ACCOUNT</b>	<b>NOT ALLOWABLE UNIVERSITY PCARD</b>	<b>ALTERNATIVE</b>
<p><b>Any purchase that is over \$1,000</b>  <i>Allowable:</i> payments to Ohio State, postage, payments to camp (camp fees only)</p>	<p><b>Any purchase that is over \$5,000</b>  <i>Allowable:</i> temporary limit increases can be requested</p>	<p>eRequest – Standard Purchasing Request</p>
<p><b>Donations:</b> Organizations and people</p>	<p>Donations to an organization are okay</p>	<p>eRequest – Standard Purchasing Request or Payment – Convenience Order #</p>
<p>Travel Expenses  <i>Allowable:</i> registration fees for OSU employees</p>	<p>Travel okay on PCard with pre-assigned T number.</p>	<p>eTravel or Travel Request/Reimbursement Form</p>
<p>IT related purchases of any kind (OCIO only!)</p>	<p>Computers, tablets &amp; any IT related items (OCIO only!)</p>	<p>Submit request for supplies, purchases, etc. through the IT helpdesk</p>
<p>Tablet application purchases (iPad Apps)</p>	<p>Tablet applications (ex. iPad Apps)</p>	<p>eRequest – employee reimbursement allowable on PCard if initiated by FAES ITS</p>
<p><b>Payments to People</b>            Examples:            • Scholarships            • Honoraria            • Payroll - includes interns &amp; temps travel reimbursements payments to check signers  <i>Allowable:</i> Refunds for returned items &amp; reimbursements for supplies under \$100</p>	<p>Usually not feasible to pay a person with a PCard</p>	<p>eRequest – Payment, Standard Purchasing Request or Reimbursements or HR Payroll (employees)             One time payments to emeriti not allowable</p>
<p><b>Payments for Services</b>            Examples:            • *Skilled Trades            • Equipment Repair            • Parking charges            • Moving            • Nurses            • Insurance (except ALL event insurance)</p>	<p>Recurring monthly services are generally not allowable.             Most purchased services are allowable on PCard, except those that fall under a restricted category</p>	<p>eRequest – Standard Purchasing Request</p>
<p><b>ITEMS REQUIRED TO BE PROCESSED ON A PO</b></p>		<p><b>Letterhead, etc:</b> OSU UniPrint and eRequest – Internal Order   <b>Copiers:</b> OSU UniPrint contract   <b>All others: eRequest - Standard Purchasing Request</b></p>
<ul style="list-style-type: none"> <li>• AIR CONDITIONERS</li> <li>• AIRCRAFT (DRONES)</li> <li>• AUDITOR OR ACCOUNTING SERVICES</li> <li>• CHEMICALS &amp; RADIOACTIVE PRODUCTS</li> <li>• SECURITY SYSTEMS &amp; SERVICE</li> <li>• BUILDING MAINTENANCE &amp; REPAIR</li> <li>• PAINTING &amp; CONTRACTING SERVICES</li> <li>• FIRE SAFETY SUPPLIES &amp; SERVICE</li> <li>• GAS (HELIUM &amp; PROPANE TANKS)</li> <li>• RADIO &amp; SATELLITE EQUIPMENT (WALKIE TALKIE)</li> <li>• TELEPHONES &amp; SERVICE (OCIO Only! TRACFONES &amp; MINUTES)</li> </ul>	<ul style="list-style-type: none"> <li>• COPIERS</li> <li>• OFFICE SPACE RENTAL</li> <li>• WEAPONS, FIREARMS &amp; AMMUNITION</li> <li>• VEHICLES</li> <li>• LETTERHEAD &amp; MAILING LABELS</li> <li>• SIGNAGE</li> <li>• VENDING</li> <li>• VIDEO PRODUCTION</li> <li>• LEGAL SERVICES</li> <li>• INSURANCE (</li> </ul>	
<p><b>ADDITIONAL NOTES:</b>  <b>Purchases that require a signed contract:</b> <a href="http://cfaesfinance.osu.edu/forms">http://cfaesfinance.osu.edu/forms</a>            Contracts must be signed by the University before paying. See the Contract Form for help.   <b>Event Insurance – American Income Life:</b> <a href="http://cfaesfinance.osu.edu/forms">http://cfaesfinance.osu.edu/forms</a>            Can be paid from the checking but you need to track the payments and report to the BOC when prompted on an annual basis.   <b>Alcohol:</b>            Usually requires preapproval from Dean’s Office – ask your Business Operations Representative.   <b>Project Expenses:</b>            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 AMEX card.   <b>Items that are usually <i>not allowable</i> from university funds:</b>  <i>Personal expenses or loans</i> – even if you intend to pay it back, support of <i>political activities</i>, <i>cash to make purchases</i>, <i>gift cards purchased to use as cash</i> for university purchases, <i>savings bonds</i> (usually not allowable).   <b>*Skilled Trades:</b> 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. <b>PCards should not be used to pay for skilled trade services.</b>             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.</p>		



## 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, give  
aways*

#### 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

