

Department Purchasing Card & Local Checking Restrictions

In general, local checking purchases are limited to small supply/goods payments

NOT ALLOWABLE EXTENSION CHECKING ACCOUNT	NOT ALLOWABLE UNIVERSITY PCARD	ALTERNATIVE
Any purchase that is over \$1,000 <i>Allowable:</i> payments to Ohio State for GL deposit, postage, payments to camp (camp reg. fees only)	Any purchase that is over \$5,000 or a high risk expense category	Workday Create Requisition
Donations: Organizations and people	Donations to charitable organizations are okay	Workday Create Misc Payment
Travel Expenses <i>Allowable:</i> local one-day event registration fees for OSU employees	Travel okay on PCard with approved Spend Authorization number.	Expense Report for SA#
IT related purchases of any kind (may need OTDI approval)	Computers, tablets & any IT related items (may need OTDI approval)	Submit request through the IT helpdesk for review prior to purchase
Payments to People Examples (include but not limited to) : • Scholarships/Awards • Honoraria/Gifts/Gift Cards • Payroll • Reimbursements (employee or non-employee) <i>Allowable: Refunds for returned items/fees originally deposited to local checking</i>	Usually not feasible to pay a person with a PCard	Workday Expense Report (Employee or ECM Reimb) Workday Misc Payment (honoraria) Payments to emeriti not allowable
Payments for Services Examples (include but not limited to): • *Skilled Trades • Catering • Equipment Repair • Speakers/Entertainers • Parking charges • Cleaning • Moving • Bus Drivers/Charters • Nurses • Photographers • Insurance	Recurring monthly services are generally not allowable.	Workday Requisition to create PO
HIGH RISK ITEMS REQUIRED TO BE PROCESSED ON A PO		Letterhead, etc: OSU UniPrint and Workday requisition – Buckeye Buy Supplier Copiers: OSU UniPrint contract All others: Workday Requisition to create PO
<ul style="list-style-type: none"> • AIR CONDITIONERS • AIRCRAFT (DRONES) • AUDITOR OR ACCOUNTING SERVICES • CHEMICALS & RADIOACTIVE PRODUCTS • SECURITY SYSTEMS & SERVICE • BUILDING MAINTENANCE & REPAIR • PAINTING & CONTRACTING SERVICES • FIRE SAFETY SUPPLIES & SERVICE • GAS (HELIUM & PROPANE TANKS) • RADIO & SATELLITE EQUIPMENT (WALKIE TALKIE) • TELEPHONES & SERVICE (OTDI Only TRACFONES & MINUTES) 	<ul style="list-style-type: none"> • COPIERS • OFFICE SPACE RENTAL • WEAPONS, FIREARMS & AMMUNITION • VEHICLES • LETTERHEAD & MAILING LABELS • SIGNAGE • VENDING • VIDEO PRODUCTION • LEGAL SERVICES • INSURANCE 	

ADDITIONAL NOTES:

Deposits to Local Checking: Allowable deposits to local checking are limited to local sales (publications, soil test kits, etc), local event registration fees (programs, camp, etc) or participation fees. Gifts/sponsorships must be mailed to OSU Foundation for deposit to gift funds, grant revenue must go through OSP, county appropriations must be directly deposited to FD523

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

Event Insurance – American Income Life: Workday create requisition for PO should be utilized for ALL payments.

Alcohol: Requires pre-approval and proper licensing – submit questions to Extension Operations.

OSP Grant Expenses: Expenses on OSP grants are not allowable on University department PCards. OSP Department PCards may be requested.

Items that are usually not allowable from university funds: *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 future purchases, savings bonds.*

***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.



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Liability issues

*Safety, security,
transportation*

IRS tax issues

*Gifts, payments to
individuals for services*

University image

*Branding, promotional
items, sales, give
aways*

Red flag purchases

STOP and ask FIRST!

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



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Operations
extension.osu.edu

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