



P-CARD GUIDELINES

Questions?
Call the P-card Administrator:
985-549-5323

No sales tax -- state or local!
Deliveries only to Southeastern (never home!) -- see shipping address at bottom of this page
Never accept cash refunds or attempt to access cash
Get a good receipt with item & pricing detail
Never email or fax your full account # (4 or 8 digits only)
Make sure your budget has sufficient \$ before you buy
Never split a transaction to avoid your card's single transaction limit (usually \$1000)
You also have a credit limit between the 6th of the month and the 5th of the next month
Never buy from Amazon, eBay, or use PayPal yourself unless preapproved

What do you want to buy?

Are you allowed to buy with the p-card?

Alcoholic Beverages	No -- not allowed.
Athletics Supplies & Equipment	Yes.
Auto Rentals & Leases	Almost never.
Awards (for students or faculty/staff)	Yes as long as it is part of an approved awards recognition program or recipient is selected through an established selection criteria for the award.
Books & Subscriptions	Yes.
Cell Phones	No -- not allowed.
Computer Equipment & Software	Yes, BUT must get pre-approval from Client Services (resales@selu.edu). (Attach pre-approval when reconciling.)
Computer Supplies	Yes, can be purchased at computer or other retailers.
Conference Registration	Yes, this can be purchased with the p-card. Be sure to not include on Travel Expense reimbursement form. When reconcile, add TA # in the comment area.
Controlled Substances (prescription drugs, nicotine, etc.)	Yes for medical areas, BUT only if cardholder has pre-approval from Director of Purchasing.
Educational Supplies & Equipment	Yes.
Entertainment (exhibits, tours, etc.)	No, unless an exception is approved in advance.
Food (for employees and/or other non-students)	Yes, BUT get pre-approval on "Special Meals Request Form" to attach when you reconcile. Confirm that your card has been set to allow food purchases
Food (meal for students)	Yes, BUT make sure you get a sign-in sheet to attach when you reconcile. Confirm that your card has been set to allow food purchases.
Furniture	Yes.
Gift Cards	No -- not allowed.
Gifts & Prizes	No -- not allowed.
Holiday Cards	No -- not allowed.
Honorariums	No -- not allowed.
Lab Supplies & Equipment	Yes.
Licensed Professional Services	No -- not allowed.
Mail Transportation Services (FedEx, UPS, Airborne, etc.)	Yes.
Memberships in Civic & Community Organizations	No -- not allowed.
Memberships in Professional Organizations	Yes, BUT if personal membership, requires pre-approval (attach when reconcile). (Personal dues like CPA, MD, AIA are not allowed.)
Office Supplies	Yes, BUT must be purchased from Office Direct or University Bookstore (do not purchase office supplies at Office Depot, Walmart, Hobby Lobby, etc. without pre-approval from Director of Purchasing)
Personal, Professional, Consulting, & Service Contracts	No -- not allowed.
Personal Purchases	No -- not allowed. Contact Procurement Card Administrator if this ever happens!
Postage Stamps	No, unless a rare exception is approved in advance.
Scientific Supplies	Yes.
Travel (other than conference registration)	No, unless an exception is approved in advance (no gas, no lodging, no restaurants, no airline tickets, etc.)

Remember! Call Bank of America right away if your card is lost or stolen! (1-888-449-2273)

*Deliveries to: Southeastern Louisiana Univ., Receiving Station for (your name), 2400 North Oak St./Bldg M4, Hammond, LA 70402