

Effective June 1, 2010



### **USING THE PURCHASING CARD**

- Your card activation number is the last 4 digits of your PSU ID.
- Be sure to inform supplier that you are purchasing for Penn State.
- Inform supplier that Penn State is *sales tax exempt*. Federal ID# 24-6000376.
- Always get an itemized receipt or a priced packing slip and return it to your department reconciler.
- Add detailed description if receipt is unclear.
- Be sure supplier understands NOT to invoice Penn State separately for the purchase.
- Remember to use Penn State's internal services whenever possible.
- Remember to utilize Penn State's master contracts whenever possible.
- Check the security before using card to purchase from the Internet.
- Never give your card number to unknown vendors or to other people.
- Review monthly statement and report and unauthorized purchases *immediately*.
- If supplier is not VISA capable, suggest they contact their financial institution or PNC Bank (800-685-4039).

### **PURCHASING CARD MAY NOT BE USED FOR**

- Advances
- Animals (live or preserved)
- Capitalized Equipment (Object Codes 705, 710, 711, 712, 715, 716, 740, and 751)
- Chartering of Any Aircraft (including Helicopters) or Watercraft
- Chartering of Buses (*permitted* for bus companies approved by Risk Management)
- Consulting Services
- Cylinder Gases at Hershey (*permitted* for the purchase of nitrogen and liquid helium in specified sizes of Dewar flasks)
- Cylinder Gases at UP
- Entertainment Expenses
- Firearms and Ammunition
- Gasoline - gasoline may be purchased for rental cars *only* by cardholders enrolled in the ERS system with the travel option activated on their card.
- Honoraria
- Leases
- Maintenance Agreements/Purchase Agreements which require the agreement to be signed
- Meals (*permitted* for group meals only, with completed Group Meal form, for meals for nonemployees who are guests of Penn State, or for cardholders enrolled in ERS with the travel options activated on their card.)
- Memberships (*permitted* where the membership is an incidental result of the transaction such as conference registrations or journal subscriptions)
- Personal Purchases
- Postage at UP
- Radioactive Material
- Rentals (for large passenger vehicles, long-term rentals, and bus charters)
- Services Paid and Reportable on an IRS-1099-IRS9
- Utilities

### **LOST OR STOLEN CARD**

- During regular business hours, contact the Penn State Purchasing Card coordinator (814-863-0498).
- All other times, call PNC Bank (877-PSU-4PNC) to cancel card, and call the Purchasing Card coordinator the next business day.