

Frequently Asked Questions

What is my single and monthly transaction limit?

- Unless approved by the Purchasing Manager and your Budget Manager, the single limit transaction is \$500 and the monthly credit limit is \$1,000.

What items are not allowed for purchase with my p-card?

- Advertising
- Alcoholic beverages
- Ammunition
- Animals
- Appliances
- Automotive service and repairs
- Cash Advances
- Charter Bus Rental
- Computers and peripherals
- Controlled substances
- Copying Services
- Cylinder gases
- Federal Grant purchases
- Firearms
- Food -- per LSSU Travel Policy dated July 1, 2017
- Furniture
- Gasoline/Fuel – per LSSU Travel Policy dated July 1, 2017
- Hazardous Materials
- Leases
- Maintenance contracts
- Personal purchases
- Photocopiers and supplies
- Postage/Shipping
- Printers
- Printing Services
- Projects that include logo, artwork, and imagery
- Purchases involving trade of University property
- Radioactive Materials
- Software
- Telephones and telephone-related expenses

Can I use my p-card for University-sponsored travel?

- P-cards may be used for University-sponsored travel, as authorized by your Budget Manager. If driving a university vehicle, please use the Wright Express card assigned to the vehicle.
- Cardholders are expected to adhere to the policies and procedures for University travel.
- Cardholders using the p-card for travel must document travel purpose (who, what, where and why) on the expense report and submit original itemized receipts with their reconciled expense report.

Is it possible to increase my limits and/or open the card for transactions listed in the “unauthorized purchases” section?

- Yes, depending on the situation. Contact the Purchasing Manager to discuss your specific request.

When is my reconciled monthly expense report due?

- The cardholder and Budget Manager, along with the appropriate Vice President shall review and approve expense reports. Upon approval, statements and receipts are to be sent to the Purchasing Department for audit. Statements and receipts are due in the Purchasing Department **no later than the 5th of each month. Failure to comply with this deadline is considered a violation.**