

## Addendum V: Authorized Uses of the Card

Cardholders must follow SUNY and Office of State Comptroller purchasing guidelines and strive to obtain the maximum value for each dollar of expenditure. The PCard may be used to purchase many of the goods and services used for SUNY DHSU business only.

### Allowable Purchases on the P Card:

- a) Allowed purchases up to \$4,999 maximum (or limit assigned by dept. manager) after providing every effort to have items entered into the ERP (Lawson).<sup>1</sup>
- b) Catering or Food Service – Once approved by Senior Leadership. Credit Card number must be given to caterer at time services are requested. Supporting Documentation must include:
  - the names of participants
  - location and business purpose for all meal related charges
  - meeting agenda
- c) Down payments<sup>2</sup>
- d) IT (hardware/software) with approval and signature of CIO or IT approved representative.  
Send requests to [IT-ReqApprovalRequest@downstate.edu](mailto:IT-ReqApprovalRequest@downstate.edu)
- e) Items on centralized commodity (“P”) contract
- f) Printing Services
- g) Registration for conferences and seminars
- h) Subscriptions/Memberships
- i) Training and Consultancy<sup>3</sup>

### Restrictions and Prohibited Uses of the PCard:

The PCard may **NOT** be used to Pay/Purchase the following:

- a) Alcoholic beverages
- b) Contracted services from an individual
- c) Controlled substances (e.g., narcotics and prescription drugs)
- d) Entertainment (e.g. DJs, Bands, etc.)
- e) Flowers, Decorations<sup>4</sup>
- f) Gasoline
- g) Gifts e.g. retirement, birthday, awards, plaques/trophies, etc.
- h) Gift cards<sup>5</sup>
- i) Items on agency specific contracts
- j) Live Animals<sup>6</sup>
- k) Medical Equipment<sup>7</sup>
- l) Office Supplies – Follow WB Mason process<sup>8</sup>
- m) Parking tickets and traffic violations, unless approved by senior management or CIPD operating state vehicles
- n) Payment by Service Providers. E.g. PayPal, Google Pay, Apple Pay etc.

- o) Rent
- p) Radioactive materials
- q) Specialty gasses
- r) Travel (including travel for faculty/staff/students and non-employees)
  - i. Airfare
  - ii. Bus (including shuttles and charters carrying non-employees)
  - iii. Car Rental, Limousine, Taxi
  - iv. Hotel
  - v. Train
- s) Tolls
- t) Weapons, explosives
- u) Donations and/or contributions
- v) Leases, insurance
- w) Renovations/Construction<sup>9</sup>
- x) Water<sup>10</sup>
- y) HP and Toshiba brand toner<sup>11</sup>
- z) Advertisements and recruitment
- aa) Past due invoices

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<sup>1</sup> Must be approved by Senior leader prior to purchase with documented justification.

<sup>2</sup> Must be authorized by Card Services Department prior to payment.

<sup>3</sup> Must be approved by Department Head.

<sup>4</sup> For Pcards funded by Grants/IFRs that are specifically purposed for this type of purchase only. Must be approved by Senior Leader.

<sup>5</sup> Must be approved by Hospital or Campus Finance.

<sup>6</sup> Animal purchases requests must be sent to the Department of Comparative Medicine.

<sup>7</sup> Only certain designated PCard holders are eligible to utilize the PCard for the purchase of medical equipment with the exception of documented emergency reasons.

<sup>8</sup> The PCard use for supplies and materials must be approved by the Senior Leader before the purchase is made.

<sup>9</sup> Only certain designated PCard holders are eligible to utilize the PCard for Renovations/Construction with the exception of documented emergency reasons.

<sup>10</sup> Must be approved by Senior leader prior to purchase with documented justification.

<sup>11</sup> Must be approved by IT.