



## **MISSISSIPPI VALLEY STATE UNIVERSITY**

### **P-Card Restricted Purchases**

You may use your Purchasing Card to purchase anything that serves a public purpose, and is permissible by the rules and regulations set forth by MVSU's Card manual ([www.mvsu.edu/purchasing/](http://www.mvsu.edu/purchasing/)) Purchasing Policies and Procedures

**Any Tuition Payments to MVSU**

**Alcoholic Beverages for any purpose**

**MVSU Foundation Payments**

**MVSU Sun Card Payments**

**Animals, Live**

**Car Rentals GASOLINE** (while on travel status)

**Cash Advances**

**Employee Moving Expenses**

**Fines, Penalties and Late Fees**

**Firearms, Ammunition, and Explosives**

**Food** (Food can only be purchased on a P-Card tied Student Group Travel) **Itemized receipts are required. Reference:**

**Gasses** (except helium from non-compressed gas suppliers for event related purposes - ex: Wal-Mart, Party City, Target, etc.)

**Gifts, Contributions and Donations**

**Gift Cards**

**Hotels & Lodging** while MVSU affiliate is in travel status (see Travel Expenses below) The P-Card **cannot be used to HOLD a hotel room for University individual travelers.**

**Internet** charges incurred at a non-university residence or office space

**Single Transactions >\$5,000**

Single Transaction of \$5,000 or more requires specific approval by the Purchasing Department.

**Legal Fees**

**Loans & Advances**

**Material prohibited by State or Federal law** (like fireworks or controlled substances.)

**Medical, Health-Related Services** (unless required by MVSU, such as immunizations for certain workers)

**Narcotics & all Drugs Paint** (for any construction purpose, inside or outside of any building)

**Personal Purchases**

**Postage** must be purchased through Mail Services

**Purchases from MVSU Employees** (against State law)

**Purchases in which an MVSU Employee has a Conflict of Interest and that Employee**

**Participates in the Purchase Process** (against State law)

**Radioactive Materials**

**Rare & Precious Metals**

**Services from an Individual or Non-Incorporated Company** (because of tax reporting requirements)

**Splitting Purchases to Circumvent the Card Limits**

**Travel Expenses for Employees**

1. **NOT ALLOWED** - Lodging & Food associated with **employee travel**

2. **NOT ALLOWED EXPENSE ON P-CARD - Airfare** for employees (in travel status), interviewees and consultants may be paid with the American Express Travel Card.