



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/) 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.