

Purchase of Prizes (including Gift Cards) for Student-Related Activities

- As stated on the Quick Reference Guide for the Purchasing Cardholder, **Buying flowers & gifts** is listed as a **DO NOT**.
- However, purchasing prizes for student-related activities is allowable if the processes listed below are followed:
 1. Accounts Payable Expenditure Form must accompany the receipt for the purchase.
 2. The date the prize is to be awarded and a description of the event must be included in the **Reason for Purchase** section on the Accounts Payable Expenditure Form.
 3. Every prize purchased must have a Prize Winner Form completed and turned into to the Auxiliary Services Accounts Payable office.
 4. The **Signature of the Winner** section must be completed.
 5. If the Prize is to be awarded after the purchase has been made and processed, you still must complete the Prize Winner Form and submit it to Auxiliary Services Accounts Payable the day after the activity is over.
 6. The Prize Winner Form will be sent to the UBS Office by Auxiliary Services Accounts Payable and attached to the original purchase receipt.
 7. Questions, please call Accounts Payable at 994-1567.

Quick Reference Guide

For the Purchasing Cardholder

- This card is for **University business purposes only** and may not be used for any personal transactions, even if the University is reimbursed.
- **Original itemized invoices** are required to be submitted to your department's accountant as soon as possible after purchase of an item.
- The **cardholder is responsible** and agrees to be held accountable to the University for all charges made to the credit card. For security purposes, do not e-mail your card number to any vendor. Always be sure online credit card payments are on a secure web site.
- **Only the assigned cardholder may use it.** Should the cardholder terminate employment with the University or transfer between departments, the department has specific obligation to reclaim the credit card and return it to University Business Services (UBS) prior to the employee's termination date.
- Remember, as a State institution, certain State and Federal guidelines and laws bind us. To ensure compliance with these requirements, **follow the guidelines outlined in the Business Procedures Manual and the Purchasing Procedures Manual, as well as OSP-specific requirements for grant purchases.** Manuals are located at the [University Business Services Web Page](#).
- Questions concerning a particular purchase may be directed to UBS and/or Purchasing at 994-5727 or 994-3211, respectively.

Contact the Program Administrator at 994-5727 if you have any questions. Thank you.

What should I purchase with my Credit card?

Do

Rent a Car
Register for a conference
Register for a hotel
Buy food for a workshop (hospitality approval form required)
Buy an airline ticket (Out of State Travel Justification required)
Buy office supplies
Fill your RENTAL car with gas
Pay Property & Supply
TURN IN YOUR RECEIPTS

Vendors Not Allowed

Pawn Shops
Liquor Stores
Pharmacy
Accountant/Physician
Attorney
Movies/Plays/Museums

Do NOT

Buy meals in travel status (per diem)
Pay for personal expenses
Buy Alcohol
Get a cash advance*
Buy flowers or gifts
Pay for contracted services
Pay for a grant subcontract
Buy equipment with a trade in
Exceed purchasing dept. limits**
Fill your personal car with gas (gas is covered by mileage rate)

*Cash is not allowed with this card

**To raise limit for a one time purchase, contact Purchase@montana.edu

DO NOT split purchase

