

MSU Purchasing Card Quick Reference Guide

- This card is for **University business purposes only** and may not be used for any personal transactions, even if the University is reimbursed.
- **Itemized invoices and/or receipts** are required to be submitted to your department's accountant as soon as possible after purchase. Summary credit card receipts are not acceptable unless accompanied by the related itemized invoice.
- 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](#).

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

What should I purchase with my Credit card?

DO use your card to:

Rent a car
Buy office supplies
Register for a conference
Book a hotel reservation
Buy food for a workshop or seminar you are sponsoring (approved Hospitality Approval form required)
Buy an airline ticket (Travel Authorization form required)
Fill your RENTAL car with gas

Vendors Not Allowed

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

DO NOT use card to:

Pay another MSU Department
Pay another State Agency
Pay for memberships such as Costco or Amazon (MSU has corporate programs)
Buy meals in travel status (per diem)
Upgrade your airline seat
Pay for personal expenses
Buy alcohol
Get a cash advance (not allowed on card)
Buy flowers, greeting cards or gifts
Pay for a grant subcontract
Fill YOUR personal car with gas (mileage)

DO NOT:

Exceed Procurement limits*
Split purchases to avoid transaction limits**

*For individual purchases over \$5,000, contact purchase@montana.edu or 994-3211
**To temporarily raise the limit for a one-time purchase or unique circumstance, contact andreag@montana.edu or 994-5727