



Department Purchasing Card & Local Checking Restrictions

NOT ALLOWABLE EXTENSION CHECKING ACCOUNT	NOT ALLOWABLE UNIVERSITY PCARD	ALTERNATIVE
Any purchase that is over \$1,000 <i>Exceptions: payments to Ohio State, Payments to camp, Postage</i>	Any purchase that is over \$5,000 <i>Exceptions: temporary limit increases can be requested</i>	eRequest – Standard Purchasing Request
Donations: Organizations and People	Donations to an organization are ok.	eRequest – Standard Purchasing Request or Payment –Convenience Order #
Travel Expenses <i>Exception: registration fees for OSU employees</i>	Travel ok on PCard with pre-assigned T number.	eTravel or Travel Request/Reimbursement Form
Computers & Tablets	Computers & Tablets (usually)	eRequest – eStores or Internal Order – generally initiated by FAES ITS
Tablet Application Purchases (iPad Apps)	Tablet Applications (ex. iPad Apps)	eRequest – employee reimbursement Allowable on PCard if initiated by FAES ITS
Payments to People Scholarships Honoraria Payroll- includes interns & temps Travel reimbursements Payments to check signers <i>Exceptions: Refunds for returned items & Reimbursements for supplies under \$100</i>	Usually not feasible to pay a person with a PCard	eRequest – Payment, Standard Purchasing Request or Reimbursements or HR Payroll (employees) One time payments to emeriti not allowable
Payments for Services Parking charges Catering Speakers Cleaning Moving Bus Drivers/Charters Nurses Painting Photographers Equipment Repair Insurance (<i>except event insurance</i>)	Recurring monthly services are generally not allowable.	eRequest – Standard Purchasing Request
ITEMS REQUIRED TO BE PROCESSED ON A PO - AIR CONDITIONERS - AIRCRAFT - AUDITOR OR ACCOUNTING SERVICE - VEHICLES - SECURITY SYSTEMS AND SERVICE - BUILDING MAINTENANCE AND REPAIR - PAINTING AND CONTRACTING SERVICES - FIRE SAFETY SUPPLIES AND SERVICE - GAS - LEGAL SERVICES - LETTERHEAD AND MAILING LABELS	- COPIERS - OFFICE SPACE RENTAL - WEAPONS, FIREARMS AND AMMUNITION - CHEMICALS AND RADIOACTIVE PRODUCTS - RADIO & SATELLITE EQUIPMENT - SIGNAGE - TELEPHONES AND SERVICE - VENDING - VIDEO PRODUCTION	Letterhead, etc: OSU UniPrint and eRequest – Internal Order Copiers: OSU UniPrint contract All others: eRequest - Standard Purchasing Request
<p>ADDITIONAL NOTES:</p> <p>Purchases that require a signed contract: http://cfaesfinance.osu.edu/forms Contracts must be signed by the University before paying. See the Contract Form for help.</p> <p>Event Insurance – American Income Life: http://cfaesfinance.osu.edu/forms Can be paid from the checking but you need to track the payments and report to the BOC when prompted on an annual basis.</p> <p>Alcohol Usually requires preapproval from Dean’s Office – ask your Business Operations Representative.</p> <p>Project Expenses Expenses on an OSP project are not allowable on a university pcard. You may use the checking account if the commodity allows it or an OSP Amex card.</p> <p>Items that are usually <i>not allowable</i> from university funds: <i>Personal expenses or loans – even if you intend to pay it back, support of political activities, cash to make purchases, gift cards purchased to use as cash for university purchases, savings bonds (usually not allowable)</i></p>		



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES

Liability issues

*Safety, security,
transportation*

IRS tax issues

*Gifts, payments to
individuals for services*

University image

*Branding, promotional
items, sales, give
aways*

Red flag purchases

**STOP and ask
FIRST!**

Examples

Charters (buses, canoes, boats)

Weapons, ammunition, firearms, bows, arrows

Unmanned Aerial Vehicles, Renovations that
disturb the walls, floor or ceiling, Online file storage,

Online payment processing, Online software, Gifts to employees,

Large gifts >\$250 to non-employees, honoraria, emeriti, speakers, nurses,
entertainers, drivers, **Promo items:** T-Shirts, hats, bags, trinkets