

oUniversity of New Haven

oAdministrative Policy No. 5703; Effective 03/15/14; Re01/11/09

expenses. The following are some common examples of acceptable for purchase using the PCard

- (i) Educational supplies, books, publications, periodicals, subscriptions
- (ii) Subscriptions and memberships
- (iii) Dues, licenses, application fees
- (iv) Advertisements
- (v) Lab supplies (except hazardous chemicals)
- (vi) Airline, bus, rail, rental car, hotel fuel and meal charges for University related business travel. Travelers must secure the least costly and appropriate level of transportation and accommodations. The Purchasing Department should be contacted when making travel arrangements.
- (vii) Conference and seminar registration fees

5703.2 PCard Limitations and Prohibited Purchases

- (a) Personal charges, even with the intent of reimbursing the University, are strictly prohibited.
- (b) Any transaction that exceeds the cardholder's available budget
- (c) Gift Cards, preloaded Debit Cards, traveler's checks, cash advances or cash withdrawals from automatic teller machines (ATMs). Gift Cards must be purchased through the Purchasing Department. Cash advances are to be reserved for emergency situations.
- (d) Graduation, birthday, sympathy, retirement, department retreats, holiday, or end of year parties. These are examples of activities that should be funded personally.
- (e) Meals where only fellow employees are present
- (f) Information Technology hardware, software, and peripherals. These items must be purchased through the Office of Information Technology.
- (g) Furniture. Furniture must be purchased through the Facilities Department
- (h) Gasoline or diesel, except for use in rental cars or University vehicles
- (i) Alcoholic beverages
- (j) Gambling, lottery tickets, etc.
- (k) Any type of contract, agreement or arrangement whereby the University is required to enter into a formal and legally binding contract or agreement, (rentals, leases, Personal Service Agreements or consultants)

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5703.4 PCard Statement Submission and Business Substantiation

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