



Always remember:

- ✓ No state or local sales tax – ever!
- ✓ Deliveries only to ULM (never to your home)
- ✓ Never accept cash refunds or attempt to access cash
- ✓ Get a good receipt with item & pricing detail
- ✓ Never email or fax your full account # (4 digits only)
- ✓ Make sure your budget has sufficient \$ before you buy
- ✓ Never split a transaction to avoid your card's Single Transaction Limit
- ✓ Your Credit Limit is between the 6th of the month to the 5th of the next month

Can I use my Purchasing Card (P-Card) to purchase that?!?

NO	YES
Alcoholic Beverages	Books & Subscriptions
Auto Rentals / Leases	Institution Memberships
Capital Outlay / Computers (707000's)	Mail Transportation Services
Cash Advances or Wire Transfers	Materials & Supplies
Cell Phones	Office Supplies
Clothing	Scientific & Lab Supplies
Consultants and Speaker Fees/Honorariums	
Controlled Substances (prescription drugs, narcotics, etc.)	
Entertainment Costs (ski tickets, tours, etc.)	
Food / Meals *	
Gifts / Gift Cards / Gift Certificates	
Personal Purchases	
Postage Stamps	
State Contract Purchases (purchases must be reported to the State)	
Travel	
Water (for personal or office consumption)	
1099 Reportable Vendors	

* The only food purchases that are authorized for purchase with the P-Card are those that involve purchases by the President to be used for entertaining guests at the Bon-Aire University Residence; for purchases for the Conference Center; or for purchases used for an academic purpose, E.g., Child Development Center, props for theater use, or for use in physical or occupational therapy environments. Other exceptions may be granted by the State via the Program Administrator as needed.

Questions?

Contact the ULM P-Card Program Administrator:
 Kelly Moravek || moravek@ulm.edu || 318.342.5209

