



NO PROHIBITED PURCHASES INCLUDING BUT NOT LIMITED TO:

- Personal purchases of any kind (Personal purchases are defined as purchases of goods or services intended for non-work-related use or use other than official State business).
- Cash advances in any form, including use of the card or card number at Automated Teller Machines (ATMs), inside bank branches or at cash advance, quasi-cash and money transfer locations such as Western Union, Telecheck, etc.
- Gift cards, stored value cards, calling cards, pre-paid cards or similar products.
- Employee travel expenses, including lodging, transportation (except airline tickets and rental cars), and meals.
- Entertainment, including in-room movies.
- Alcoholic beverages or Tobacco products.
- Furniture
- Fuel for State-owned vehicles. (Many of these purchases may be made with the State Fuel Credit Card, an alternate program)
- Professional services. (Medical Services, Accounting, Legal, plumbing, A/C work, electrical, etc.)
- Food of any kind (unless a documented exception is granted by the Finance Office).
- Purchases from a vendor with a blocked MCC (see www.lander.edu/about/offices-departments/procurement-services)
- To make payment on “open” accounts maintained with vendors. The P-Card shall only be used to pay one transaction at a time and cannot be used to pay the accumulated balance of an account.
- Payment of State and local taxes to the Department of Revenue
- Apparel of any kind
- Software or Software Subscriptions including Music Subscriptions. (Exceptions may be allowed with documented approval by Finance and ITS)
- IT Related purchases of equipment (Exceptions may be allowed with documented approval by ITS)
- Donations or sponsorships

*This checklist represents some of the most common things to look for but is not all inclusive. For a complete listing of prohibited purchases refer to the Purchasing Card Manual at www.lander.edu/about/offices-departments/procurement-services

- 1) No Split Purchases
- 2) Proper Review and Signature
- 3) Purchases made from state contract vendors when possible
- 4) Deliveries only made to business address

I hereby certify that I have reviewed the transactions and associated documentation for (cardholder) _____ and that any issues identified have been addressed in accordance with applicable policies and procedures.

Liaison name (print): _____

Liaison Signature: _____

Date: _____

This completed form should be filed with the cardholder statement each month.