

## Purchasing / Pcard: Quick Reference

### General Purchasing Tips

- If you regularly make purchases, you should apply for a university **Procurement Card (Pcard)**. This saves you and CU money, as Pcard purchases are tax exempt. Allowable purchases made with *personal* funds can be *reimbursed*, assuming all relevant guidelines are met, but this should not be the default method of purchasing.
- Depending on the frequency of business travel, faculty may choose to apply for a corporate liability **Travel Card**. See WGST program assistant for more information.
- Never, **never buy office supplies** with personal funds or with the Pcard. These are prohibited transactions and will result in non-reimbursement or a Pcard violation. Office supplies must be purchased from Staples *via the CU Marketplace portal (see WGST staff)*.
- For **computer** purchases, CU has contracts with Apple and Dell, and purchases should be made *via the CU Marketplace portal*. It is **not** possible to make purchases directly at an Apple Store. Approval may be needed to purchase another brand of computer (especially if using FCPP – Faculty Computer Purchase Program – funds). See WGST staff for assistance in making a CU Marketplace computer purchase. Personal reimbursement for computers is **not** allowable and will not be processed.
- **Food** is defined as a **sensitive expense**, and there are many specific guidelines around its purchase. Any instance where food is served is consider an **official function**. Generally, staff will purchase food for department events (official functions). Faculty may use a **Pcard** to take a **guest speaker or faculty recruit to dinner** at a local restaurant. Food **cannot** be purchased with university funds to bring to a **class**. Please see WGST staff with additional questions.

### Pcard Tips

- The cardholder must inform the merchant that a purchase is **Tax Exempt** (number shown on card) and insure that tax is not charged. You may provide a copy of the [exemption certificate](#). The cardholder is responsible for following up with the merchant to remove tax, if charged.
- You must **set up a tax-exempt account** with **Amazon** before making purchases (usually books) with your Pcard. Detailed instructions provided in separate quick reference.
- The **billing address** for your card is University of Colorado / 246 UCB / Boulder, CO 80309
- The **Pcard** can be used to pay for a **conference registration** fee, when purchased in advance of travel. The Pcard **cannot** be used for *any other travel expenses* while in travel status. While in *travel status*, you must use the **Travel Card** or a **personal card** for purchases.
- The **Pcard CANNOT be used** to pay **parking** (even if you are transporting a department guest or attending a meal with a department guest).

### Required Documentation/Receipts:

- ALL receipts (for any university purchase) must be **itemized** and must **show payment made and method** (e.g., “[*amount*] paid by VISA”). For Pcard payments at restaurants (guest speaker or faculty recruit visit), this usually involves two receipts.

See the **Submitting Receipts: Pcard and Travel** for more detail on submitting receipts.