Am I allowed to Purchase the Following Commodities with my PCard?

YES—the following commodities and services can be purchased with a "Commodities Only" or "Commodities and Travel" PCard:

- Art Supplies
- Audio Cassette (blank and pre-recorded)
- Batteries
- Books (that cost less than $250 each)
- Bulbs (light bulbs for projectors)
- Computer, Computer Monitors and Computer-Related Items - Items (that cost $4,999.99 or less such as cabling, keyboard, memory, mouse, surge suppressors, digital cameras, etc. NOTE: Buyers of these items should check for availability and pricing at The USF Computer Store first.)
- Classroom Supplies (such as whiteboards, markers, erasers, etc.)
- Electronics and Electronic Supplies (costing less than $5000, such as printers, fax machines, etc.)
- Employment Advertising
- Film and Film Developing
- Freight (UPS, FedEx, Airborne, etc.)
- Lab Chemicals
- Lab/Research Supplies
- Mailing Lists
- Maps (for classroom use)
- Notary License
- Photo Developing
- Photography Supplies
- Pre-printed Pamphlets
- Printing & Copying (Note: USF does not have an exclusive contract for printing of items except USF business cards and letterhead stationery; for more information see below. You are encouraged to solicit quotes from multiple vendors if your job is large to obtain the best pricing. Please ensure than any publication that contains the USF logo meets the USF Visual Identity Standards and has been approved in writing by University Communications & Marketing.)
- Projector Light Bulbs
- Publications for the Superintendent of Documents (U.S. Printing Office)
- Rental / Reservation of Display Booths at Conferences or Conventions
- Re-prints
- Software (costing less than $5000)
- Stamps & Postage
- Subscriptions (journals, magazines, newspapers)
- Test Kits
- Training Supplies / Materials
- Video Tape, blank or pre-recorded

**MAYBE**— the following commodities and services CAN be purchased with a PCard only if the specified requirements are met prior to purchase:

- Advertising - allowed for employment ads. Also allowed for non-employment ads with vendors who will only accept a PCard as payment or when an expeditious payment is needed to prevent loss of service. Non-employment advertising requires review by the department representative of University Communications & Marketing.
- Cell Phones - and cell phone usage for University-owned cell phones may be purchased with a PCard as long as you follow USF regulations AND approval was documented on the 'Request for Exception' form approved by the cognizant area Vice President. For more information, see USF Business Procedures on "COMPASS."
- Clothing - may be purchased with the PCard only when you have written approval from the PCard Administrator prior to purchase.
- Food (including food peripherals such as plates, cups, and utensils) - allowed only with a special signed agreement between the requesting department and Purchasing for grants, concession funds, student activities, athletics, conferences, collected fees, and approved by the department area Vice President or designee and the Director of Purchasing Services.
- Furniture - (chairs, desks, file cabinets, storage units, workstations, etc.) that costs less than $5000 per item or per assembled item may be purchased on your PCard. Office Depot should be given a chance to quote on requirements.
- Gasoline - may be purchased when it is being used in a USF-owned vehicle or a rental car. The license tag number of the vehicle is required on the PCard receipt in either case. Remember: Gasoline put in a personal vehicle IS NOT an allowable PCard purchase.
- Gift Cards - allowed only with special signed agreement between the requesting department and the Purchasing Department. Gift Cards can only be used to compensate research participants on approved grant studies or RIA Accounts, and approved by the department area Vice President or designee and the Director of Purchasing Services. Contact pcard@usf.edu for instructions prior to using the PCard to purchase Gift Cards. A sample agreement template will be provided. A "draft" of the agreement should be sent to PCard Administration for review prior to signatures.
- iTunes Applications (Apps) - can be purchased on the PCard, but receipts and records must be maintained indicating what the application was, what its purpose is, as well as who it is being bought for. The applications cannot be put on a personal device, but only University-owned devised and the application must be used for a business purpose. These records should be included with the receipts.
- Maintenance Contracts - allowed only with the approval of the Director of Purchasing and contract approval. When using your PCard for maintenance contracts, keep the following documentation with your PCard receipts: USF Decal Number, Manufacturer Serial Number and Physical Location of the Equipment at USF. For more information, see the Purchasing website or contact Purchasing.
- Memberships - allowable on the PCard when a justification which explains the benefit of the membership to the University is fulfilled prior to the purchase and kept with the PCard documentation/receipt. For more information, see the USF Purchasing website or contact Purchasing.
• Moving Expenses for Employees - not allowable expense except with the prior approval of the Director or Associate Director of Purchasing.

• Office Supplies - In an effort to maximize efficiencies, reduce costs, and enhance services, as contract was awarded to Office Depot—effective July 1, 2008—for office supplies and office furniture. This is an EXCLUSIVE contract that requires all office supplies to be purchased from Office Depot. NOTE: Only the Director of Purchasing Services can provide exceptions. Click here to access the Office Depot USF website. To register your PCard with Office Depot for IN STORE purchases, contact the Office Depot Representative, Daniel Musto. You will not receive special contract pricing for IN STORE purchases unless your PCard is registered. Online purchases do not require PCard registration, but you will need to be registered with Office Depot (see instructions on the home page of the Office Depot website shown above.) For additional instructions on how to register, contact your Purchasing Agent.

• Photocopies/Duplicating - You are encouraged to use your PCard for copying/duplicating. USF does not have an exclusive contract with any vendor for this service. This is a very competitive market and many vendors provide the same service. You are encouraged to solicit quotes from multiple vendors for large jobs to obtain the best price. Please ensure any duplicating of publications that include the USF logo has been approved by University Communications & Marketing.

• Repairs - When using your PCard for repairs to equipment, retain the following documentation with your PCard receipt(s): USF Decal Number, Manufacturer Serial Number and Physical Location of the Equipment at USF. If the repair is on a USF vehicle, put the tag number on the receipt. Note: If the item does not have a decal number because the initial purchase was under the OCO limit, add this information to the documentation in place of the USF Decal Number. Remember: Auditors will look for the above information when they audit. Failure to submit the correct documentation with your receipts can lead to suspension of PCard use.

• Registration Fees - may be paid with your PCard. Memberships can also be paid with your PCard; the Open Records Statement is no longer needed. Remember: Travel Authorization Forms (TARs) must be completed prior to registering for a conference or convention.

• SunPass Purchases - are allowable with Purchasing Administrator's permission; contact PCard@usf.edu.

• USF Business Cards & Letterhead Stationery - Effective September 1, 2006, the University of South Florida entered into an agreement with a new printing vendor to supply the university's needs for business cards, stationery and envelopes. The vendor is: Allegra Printing & Imaging, 3110 Cherry Palm Drive, Suite 360, Tampa, Florida 33619, Phone: (813) 664-1129, FAX: (813) 664-0578. Note: Allegra will NOT accept an order without a purchase order number or a Bank of America VISA PCard number. For more information or to set up an account, click here.

NO—the following commodities and services CANNOT be purchased with a "Commodities Only" or "Commodities and Travel" PCard:

• Alcoholic Beverages / Liquor
• Art Dealers and Galleries
• Attorneys
• Barber / Beauty / Cosmetic Vendors
• Bull Buck$
• Capital Equipment, $5000 and over - Special Note: The cost includes shipping and handling (example: an item costs $4998 + shipping and handling cost of $50. Total cost of the item is $5048. Since this amount exceeds $5000, it is considered an OCO [taggable] item.) Equipment Definition: costs $5000 or more, has a life expectancy of one year or more, and retains its identity in use. Allowed only with written approval from the Director or Associate Director of Purchasing.
• Cash Advances
• Cash Credits
• Cigar / Pawn / Gift / Jewelry Vendors
- Coffee Service / Coffee Pots
- Contractual Services - allowed only with approval from the Director or Associate Director of Purchasing and contract approval.
- Computers (e.g., PC workstations or laptops that cost $5000 or more
- Defibrillators
- Door-to-Door Sales
- Entertainment Providers (Movies, Golf Courses, Tourist Attractions, Video Rental, etc.)
- Financial Institutions
- Florida State Sales Taxes
- Flowers / Florists
- Food (including food peripherals such as plates, cups, and utensils) - allowed only with a special signed agreement between the requesting department and Purchasing for grants, concession funds, student activities, athletics, conferences, collected fees, and approved by the department area Vice President or designee and the Director of Purchasing Services.
- Gift Cards - allowed only with special signed agreement between the requesting department and Purchasing Services. Gift Cards can only be used to compensate research participants on approved grant studies or RIA Accounts, and approved by the department area Vice President or designee and the Director of Purchasing. Contact pcard@usf.edu for instructions prior to using the PCard to purchase Gift Cards. A sample agreement template will be provided. A "draft" of the agreement should be sent to PCard Administration for review prior to signatures.
- Gifts of Appreciation (for USF employees)
- Golf Carts
- Golf Courses
- Greeting Cards
- Holiday Decorations
- Independent Contractors
- Insurance
- Laptop Computers (costing $5000 or more)
- Licenses used for personal gain (except Notary)
- Liquor / Alcoholic Beverages
- Medicine - including aspirin, pain relievers, or any prescription and/or over-the-counter medications.
- Package Liquor Stores / Lounges / Bars / Discos
- Parking Permits - USF System Parking Decals and/or Parking Citations and/or Parking Meters are NOT an allowable expense.
- Payments between USF Departments - An interdepartmental transfer should be used.
- PC Workstations (costing $5000 or more)
- Personal Convenience Items - such as coffee pots & mugs, decorative items, desk clocks, dishwashers, fans, flowers, lamps, microwave ovens, picture frames, plants, portable heaters, refrigerators, stoves, wall hangings, etc.)
- Personal Expenses of Any Kind
- Personal Services (Barber, Beauty, Cosmetic Shops)
- Plaques / Trophies / Awards for USF Employees
- Religious Goods Vendors
- Retirement Gifts for USF Employees
- Shredders (except with the approval of the Director or Associate Director of Purchasing)
- Software (costing $5000 or more) - allowed only with the approval of the Director or Associate Director of Purchasing
- Stamp / Coin Merchants
- Telephones
- Tourist Attractions
- Training for a License
- Video Rental
- Wire Transfers
LIST OF ALLOWABLE TRAVEL PURCHASES

This information is only for Cardholders who have been authorized to make Travel purchases with their PCard. The PCard is intended for use by USF System travelers for USF System official business. The following are allowable PCard Travel Expenses. Note: For more specific guidelines about travel and travel expenses, please consult the USF Travel website.

- **Airfare** - Your PCard may be used to purchase a coach class airline ticket. Your PCard may be used to pay for a non-cardholder as long as it is for official USF business; however, the purchase of airline tickets for a traveler’s spouse or companion is NOT ALLOWED. If you are booking multiple tickets, ask for separate transactions for each traveler. Remember: Get an itemized itinerary, including cost, to your Reconciler within three (3) days of booking the ticket.
- **Business Phone calls** - for an authorized hotel stay are an allowable PCard expense.
- **Hotel Room (USF Official Business, single occupancy)** - When you make your hotel reservations AND when you check in, it is important to tell the hotel to separate hotel room charges from personal charges. Your PCard can ONLY be used for official business charges. If your hotel is in the State of Florida, remember to present them with a hard copy of the Tax Exempt Certificate. If the hotel is outside of the State of Florida, your PCard will pay the state sales tax. Any personal charges such as meals, phone calls, in-room movies, etc., MUST be charged to your personal credit card.
- **Car Rental** - If renting a car in the State of Florida, remember USF is exempt from sales tax. See the USF Travel website for detailed information about car rental.
- **Gasoline** - A gasoline purchase is an allowable PCard expense for a rental car or a USF System-owned vehicle only. In either case, the license tag number of the vehicle must be written on the PCard receipt.
- **Parking** - is only allowable for USF System business away from USF. Examples of allowable PCard parking charges include airport parking (short- and long-term) and conference, convention and/or hotel parking.
- **Transportation** - Allowable transportation-related PCard charges include: roadway tolls, cost of shuttles to and from the airport, and fares for buses, subways, taxis and trolleys.
- **Registration Fees** - for conferences, conventions, seminars and other events may be paid with your PCard. Note: See the USF Travel website for important information about procedures for paying registration fees.

Prohibited Travel Purchases

The following are NOT allowable PCard Travel Expenses:

- Gasoline for personal vehicles
- Extraneous rental car amenities (unnecessary toll and GPS devices, roadside assistance, etc.)
- Hotel gift shop or beauty shop purchases
- Meals or any food purchases
- Hotel in-room movies
- Personal phone calls
- Room Service