

Utah State University P-card Quick Reference

Purchases cannot exceed \$5000

1 P-card

Allowable:

- Food, Meals & Entertainment
- Emp. Gift & Awards
- Gift Cards
- Supplies
- Equipment & Computers
- Membership & Dues
- Conference Registration

Prohibited:

- Personal Purchases
- Travel Purchases
- Fuel
- Professional Services
- Construction
- Research Animals

2 Travel-Card Cannot Leave Dept.

Allowed In advance of travel

- Airfare
- Travel Agencies
- Hotels
- Shuttle Service
- Bus Service

Prohibited

- Purchases not related to travel
- Personal Purchases
- OCC's
- Rental Cars
- Food & Entertainment
- Conference Registrations

3 All-Card Can Travel with Cardholder No Delegated Users

Allowable:

- Authorized Travel Expenses
- Food, Meals & Entertainment
- Emp. Gift & Awards
- Gift Cards
- Supplies
- Equipment & Computers
- Membership & Dues
- Conference Registration

Prohibited:

- Personal Purchases
- Fuel for Personal Vehicles
- Professional Services
- Construction
- Research Animals