

## ***Quick Reference Guide for Procurement Card Use For the OUS Chancellor's Office***

### **Suggested Uses:**

- Advertising
- Conference registrations (may include hotel if conference exception applies)
- Copying, printing, duplicating costs
- Dues and memberships (as allowed by policy)
- Non-capitalized furniture, computers, upgrades or equipment (under \$5,000/per item)
- Office materials and supplies
- Rental of equipment, furniture, facilities, etc (not for employee travel/moving)
- Repairs of vehicles or equipment
- Reservations only for hotels and rental cars related to employee travel
- Subscriptions to work related magazines, journals, newspapers

### **Exclusions:**

- Alcoholic beverages
- Awards and prizes
- Capitalized furniture, computers, upgrades or equipment (\$5,000 or more)
- Cash advances or returns
- Gifts or flowers
- Moving and storage (related to employee moving costs)
- Personal/professional services
- Personal purchases
- Travel costs (ie. air/rail/ferry fares, shuttle, gasoline, parking, lodging, meals)

### **References:**

Fiscal Policy Manual - <http://www.ous.edu/dept/cont-div/fpm/proc-70-100>

CO Business Policy & Procedures - <http://www.ous.edu/dept/cont-div/policy/cobpp/25-10>

### **Lost or Stolen Card:**

If your card is lost or stolen, immediately notify US Bank's 24-hour customer services center at 1-800-344-5696, then notify the Procurement Card Administrator.

### **Personnel Changes:**

Only authorized Procurement Card Custodians and Designated Users may use the VISA card. Please contact the Procurement Card Administrator (Jaema Brenneman at 541-737-0824) if there are personnel changes that require a new Custodian or Budget Authority, or if a Designated User needs to be added to or deleted from your Departmental Agreement.