

Allowed purchases should be made online, in-store, or over the phone. A PCard may not be used to pay invoices, whether current or past due.

The following grid outlines our current purchasing methods for various goods and services costing \$5,000 and less.

Category	Payment Method
Advertising/Signage	Pcard
Airfare	Travel Card
Airfare- Guest (must submit MCC change form to allow)	PCard
Appliances	Pcard
Books	Pcard
Building Maintenance, Installation and Repair	Pcard if vendor accepts them
Catering	Pcard
Cell Phones	Pcard if vendor accepts them
Chemicals and Fertilizer	Pcard
Clothing: Athletic, Casual, Dress, Uniform, Weather and Work Related	Pcard
Computer Equipment & Hardware	Pcard if vendor accepts them
Computer Software	Pcard if vendor accepts them
Consulting/Professional Services	PO via PSC
Dues and Subscriptions	Pcard
Professional organization memberships	Pcard
Entertainment Contracts	PO
Equipment Parts	Pcard
Equipment Repair & Rental	PO
First Aid and Safety Equipment and Supplies	Pcard
Food Purchases (food purchases <i>must</i> serve a public purpose)	Pcard
Furniture	Pcard
Gasoline	Fleet Fuel Card
Home Improvement	Pcard
Hotel/Lodging - Employee	Travel Card
Hotel/Lodging - Guest (must submit MCC change form to allow)	PCard
Janitorial Supplies	Pcard
Laboratory & Medical Supplies & Chemicals	Pcard
Meals	Reimbursed to travelers upon submission of an expense report.
Office Supplies	Pcard
Online Purchases	Pcard
Parking Fees	Pcard
Parking Fees for Travel	Travel Card
Postage	Pcard
Power Tools	Pcard
Printing	Pcard
Registrations	Pcard
Rental Car	Travel Card
Subscriptions	Pcard