P-Card

Checklist

P-Card Requirements:

- No state or local taxes allowed on any purchase at any time.
- No back-orders allowed. (You must make sure your items are in stock prior to check-out.)
- Itemized receipts must be submitted to the Administrative Assistant at once after purchase. All receipts must be submitted no later than the last day of the month of purchase. If your receipt is enclosed with the delivery item (that is not yet received) and it is the end of the month, you must contact the company and get a receipt to submit. Electronic itemized receipts are acceptable.
- Food purchases need prior approval by the Office of Purchasing. (Complete and submit the food request form and submit to the Administrative Assistant.) Please refer to the university catering and snack policy at: http://www.usm.edu/procurement/policy_all.html
- No individual line item transaction may exceed $1,000.
- Total charges may not exceed $5,000.
- No charges for travel are allowed, including registration fees. The only exemption is vehicle rental through the state contracted agency. See Rental Cars at http://www.usm.edu/procurement/travelprocedures.html
- Entertainment expenses are not allowed. Please refer to the Entertainment Policy at: http://www.usm.edu/procurement/accountspayable.html

The following items MAY NOT be purchased using the P-Card:

- Copier or airgas services.
- Weapons, cameras and camera equipment with a cost of $250 or more;
- two-way radio equipment;
- televisions with a cost of $250 or more;
- lawn maintenance equipment;
- cellular telephones;
- major computer components such as printers and hard drives with a cost of $250 or more; chain saws;
- air compressors;
- welding machines;
- generators; or
- motorized vehicles.

SHIP TO ADDRESS (for all non-postal shipments)
The University of Southern Mississippi
RECEIVING DEPARTMENT
Attention: (your name), PAC 112
2609 West 4th Street
Hattiesburg, MS  39401