

## P-Card Concur Quick Reference Sheet

### Prohibited Purchases

Auction Items

Purchase > \$5000 (single transaction limit)

Controlled /Capital Assets - artwork, computers, drones, electronics, firearms, and vehicles/trailers > \$500

Flowers - contact President's office to send flowers

Fuel

Gift Cards

IT Hardware/Software

Personal Items

Purchases requiring a signed Contract/Agreement of Terms - (contact Contract Administration)

Travel

### Restricted Purchases - purchases needing prior approval and/or additional documentation

Advertising - must receive prior approval from Marketing & Purchasing Dept. & include copy of item

Alcohol - requires prior approval

Amazon Purchases - must purchase using University Amazon business prime account

Business Meals - provide IRS 5W's – who, why, when, where, what; itemized receipt

Catering - must use contracted vendor if on campus (Sodexo)

Classroom Books - must purchase at University Bookstore

Event Registration - provide name of attendee, name of event, date & location

Food - provide purpose, attendee list, and itemized receipt; see additional TSU Policies

Employee Gifts - provide name, UIN, and purpose

Employment Advertising - must receive prior approval from Employee Services & Purchasing Dept. & include copy of item

Entertainment Tickets - provide IRS 5W's – who, why, when, where, what; itemized receipt

Memberships - provide employee name, purpose, dates of membership

Non-Employee Gifts - provide name and purpose

Printing - must receive prior approval from Marketing & Purchasing Dept. & include copy of item

Postage/Delivery - provide explanation

University Branding - must receive prior approval from Marketing Dept. each time

### NOTES

Detailed receipts/invoices are required for every transaction.

Credits/refunds can only be applied to non-state accounts.

All deliveries should be shipped to Central Receiving - 201 St. Felix St, Stephenville, TX.

Expense reports are due on or before the 15th of every month or by the following Monday if on a weekend/holiday.

Tarleton State University is exempt from Texas Sales Tax. <https://www.tarleton.edu/business/forms/tax-exemption.pdf>

Tipping over 20% is not allowed.

Food Purchases are not allowed on state accounts.

Food Purchases/Business meals > \$500 require VP level approval.