PURCHASING CARD INFORMATION GUIDE

A. USE and Eligibility

General Purpose: The Purchasing Card is a Visa credit card issued by Bank of America, designed to streamline the purchasing process for the University of South Carolina. It offers a fast, flexible alternative for purchasing supplies, selected contractual services, memberships, fees, and dues, with a total value of $4,999.99 or less.

Eligibility:

1. Only full-time employees of the University of South Carolina are eligible.
2. A Purchasing Card will be issued in the individual's name (no departmental cards).
3. Cardholders must complete a prerequisite exam and training session before issuance.

B. How to Obtain

1. Complete a Purchasing Card application.
2. Obtain approval from the Department Head.
3. Submit the approved application to the SAAS Purchasing Department via the ticketing system.
4. The Purchasing Card Administrator will review the application, verify employment status, and conduct training.
5. Sign a Cardholder Agreement to acknowledge the terms of use.

C. How to Use

Allowable Purchases:

- Office supplies during travel
- Local conference/registration fees (non-travel)
- Express deliveries and shipping
- Membership dues and professional subscriptions (in compliance with university policy)
- Books for instruction
- Cellular and wireless telephone services (in compliance with university policy)
- Lab supplies and maintenance supplies
- Utilities and repairs
- Purchases from statewide term contract vendors, locally owned, women-owned, & small minority businesses

Non-Allowable Purchases:

- Travel expenses – lodging, transportation, student/employee travel

- Conference registration fees involving travel
- Postage (stamps), entertainment or business meals
- Gifts, gift certificates/cards, prepaid cards or calling cards
- Cash advances, incentives or promotional supplies
- Breakroom supplies (e.g., microwaves, refrigerators, utensils)
- Personal purchases of any kind, including gasoline
- Sporting and entertainment events
- Inter-departmental purchases
- Split purchases, and holiday or sympathy cards

D. Responsibilities

Cardholders are required to:

- Use the card only for legitimate business purposes.
- Maintain the card in a secure location.
- Ensure the card is used only by the approved cardholder.
- Adhere to purchase limits ($4,999.99 per transaction) and obtain all backup documentation for reconciliation.
- Electronically approve monthly expense reports within 30 days of the billing cycle.
- Notify the Department Liaison of any changes needed for account codes.

E. Common Errors and Cautions

- **Misuse of Card:** Using the card for personal purchases can lead to disciplinary action, including revocation of the card and possible termination.
- **Failure to Provide Documentation:** Not providing required receipts may result in disciplinary action.
- **Improper Use:** Using the card for non-allowable expenses can lead to serious consequences, including financial liability for the Cardholder.
- **Reporting Issues:** Failure to report lost or stolen cards promptly can result in unauthorized charges that the Cardholder may be responsible for.
- **Credits/Returns:** Credits for returns must be credited to the card itself. Cash refunds are not accepted.

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Source information from the University Purchasing Office regarding the purchasing card can be found at: https://sc.edu/about/offices_and_divisions/purchasing/purchasing_card/index.php

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