**Frequently Questioned Purchases**

To comply with various policies, statutes, and regulations, departments must obtain prior approval when purchasing certain products and/or services.

**Appliances**

Appliances (including refrigerators, microwaves, coffee makers, toasters, etc.) purchased for personal use by UW faculty and staff members are not allowable on the purchasing card. **All break room appliances must be purchased with personal funds**.

**Awards**

Awards are something of value conveyed as a result of competition, merit, or in recognition of service to the institution on the part of the recipient. Examples include awards to recognize student achievements, service awards to recognize members of the community, and non‑cash awards to recognize employees for distinguished service upon retirement or career milestones. Awards to employees cannot exceed $100.00. The use of gift funds is preferred for all award purchases. GPR funds may be used only for awards such as certificates and plaques that have no intrinsic value or a minimal value if the item bears the University logo. No cash awards are allowed. Awards meeting the above definition are allowable on the purchasing card.

**Capital Equipment Purchases**

Capital Equipment and capital equipment components must be purchased using a purchase order entered into the Shared Financial System. Failure to follow the proper procedures compromises the integrity of the Capital Equipment tracking system in SFS and under-reports the University’s assets.

**Catering**

The decision to have food at a UW event, either on or off campus, presents a number of concerns including the safe and proper handling of the food, adequate insurance coverage and business procedures that meet the purchasing and accounting processing requirements. The University has established written policies that must be followed when catering food. The guidelines can be found at the following website address: <http://www.uwgb.edu/controller/forms/>

**Copiers**

The state contract for copy machines is a mandatory contract. All copying needs are to be addressed through the Purchasing Office.

**Fines**

Fines, including parking tickets on or off campus, are not payable on the Purchasing card.

**Flowers/Decorative Items**

The purchase of decorative items (plants, paintings, flowers, etc.) from University-administered funds is allowable only if the items are placed in a general reception area frequented by students and/or the general public. Additionally, decorative items may be purchased for an event if the participant’s fees cover payment for the items. The purchase of items placed in employee lounges, assigned offices or other work areas are not allowable on the card.

**Food Purchases**

Individual meals are not payable using the card.

**Fuels**

External reporting requirements do not allow for the purchase of gasoline on the card; however, gasoline for a rental vehicle is acceptable. The card cannot be used for fleet vehicle fuel purchases. The Voyager Card is provided for individuals driving fleet vehicles. Fuel purchases for personal vehicles used in lieu of fleet vehicles are included in the established mileage reimbursement rate and as a result are not payable on the card.

**Gifts**

Gifts are a voluntary conveyance of something of value as a gesture of goodwill or appreciation. Gifts from program revenue sources may be given in the following circumstances: 1) to distinguished visitors to campus; 2) to foreign nationals when University personnel are visiting other countries and gifts are necessary, customary and reasonable in cost; or, 3) to recognize contributions of time or funding support by members of the public. Gifts meeting the above criteria are allowable on the card. Gifts of any kind, to an employee, are not allowable on the card.

**Gift Cards**

Purchasing cards are not to be used to purchase gift cards, in lieu of cash for services or as an acknowledgement. Per the Internal Revenue Service (IRS), gift cards are considered equivalent to cash and are therefore handled as tax reportable payments to individuals.

**Greeting Cards**

Greeting cards of any nature are not allowable on the card.

**Ineligible Vendors**

A vendor’s eligibility to do business with the University is contingent upon their compliance with s.16.765, Wis. Stats., which imposes requirements for affirmative action employment. Each vendor must also comply with s.77.66, Wis. Stats., tax laws. Cardholders should reference our website for the most current Ineligible Vendor Lists.

* [Affirmative Action Ineligible Vendor List](http://www.uwgb.edu/purchasing/policies/ineligibleVendors.htm)
* [Certification for Collection of Sales and Use Tax Ineligible Vendor Directory](http://www.uwgb.edu/purchasing/policies/ineligibleVendors.htm)

**Insurance**

Insurance is not an acceptable card purchase. All insurance must be processed through Risk Management.

**Meals**

Individual meals are not allowable on the standard purchasing card nor are they allowable on a purchasing card that has been approved for travel. The individual must personally pay for all meals and request reimbursement through the Controller’s Office by filing a Travel Expense Report (TER).

**Memberships**

Membership renewals are allowed on the Purchasing Card; memberships must be applicable to member’s position at the University and whenever possible, issued in the name of the University. A University business address should be listed for all memberships.

**Parking**

Parking costs incurred outside of the individual’s headquarters city are allowed on the Purchasing Card.  Parking costs incurred within the individual’s headquarters city or at the individual’s permanent work site are **NOT** allowed on the Purchasing Card.

**Printing**

Printing charges of any kind are not allowed on the Purchasing Card.

**Prizes**

Prizes are something of value conveyed as a result of chance, generally for promotional purposes, to one or more participants in a University sponsored event. Prizes may only be awarded in situations where benefits are expected to accrue to the University. Examples include door prizes to encourage attendance at an event or prizes as an incentive to encourage responses to questionnaires or surveys. The value of the prize must be reasonable and appropriate based on the minimum amount required to achieve the objective and cannot exceed $200.00. Prizes cannot be awarded to employees unless the basis for awarding the prize has nothing to do with the recipient’s employment. Prizes meeting the above definition are allowable on the card. Cash prizes and gift cards are not allowable on the purchasing card. Documentation of winners, Social Security Numbers and the value of the prize must be attached to the P-Card receipt.

**Registrations and Subscriptions**

Registrations and subscriptions are allowable on the card; subscriptions must be sent to the University address (not the individual’s home address).

**Supplies**

You are encouraged to use the MDS (Material Distribution Services) Ordering System when purchasing supplies that are carried by a prime vendor. Ordering through MDS ensures the state contract prices. A Purchasing Card is not required when ordering through MDS.

**Travel**

The Purchasing Card may be used for team travel expenses only; individuals in travel status must use the Corporate Travel Card.