

REQUIREMENTS AND POLICIES

Prohibited purchases

In addition to the current expenditure policies outlined in MBP Section 271 and/or restrictions specified in your contract or grant, the following items are prohibited from being purchased on a PCard:

Air conditioners or space heaters	Lab animals
Alcohol (scientific) ¹	Lasers
Amazon Prime ²	Medical services or fees
Ammunitions, guns, weapons, explosives	Moving companies
Automobile service or repair	Motor freight carriers or trucking services
Bus lines, charters, tour buses	Personal purchases
Cable, satellite, or internet services	Plumbing, electrical, mechanical, or structural materials ⁴ and services
Capital assets (see MBP Sections 19/224)	
Carpeting or window treatments	Radioactive material
Controlled substances	Security and access (locks, lock changes, keypads, security systems and services)
Dehumidifiers or humidifiers	
Deposits or down payments	Tier 3 Software ⁵
Drones	Travel of any kind, including: airlines, auto rentals, cash advances, lodging, meals or per diem, money orders, parking, taxis, travelers checks, tolls, trains, wire transfers, visas
Employment agencies/temp services	
Freelance/gig workers (e.g. Upwork, Fiverr)	Two-way radios
Gas cylinders (incl. rentals)	Uncrewed aerial vehicles (UAVs)
Gasoline or fuel	Uncrewed submersible vehicles (USVs)
Gift cards (see MBP Section 44)	Wholesale/retail club discount purchases and memberships (e.g. Costco)
Internet auction sites (e.g. eBay) ³	

¹ Consumable alcohol purchases must adhere to Manual of Business Procedures Section 45.

² Instead, use your PCard for Amazon Business transactions through Spartan Marketplace.

³ Internet auction site listings with a "buy it now" option are allowed for purchase as long as the purchase aligns with other MBP and PCard policies.

⁴ Materials are permissible for documented lab research projects.

⁵ MSU IT maintains an [Approved Software List](#). Tier 3 software is only allowable for purchase on a PCard if Procurement has approved an [IT Readiness form](#) submitted via a requisition. A PCard Exception Request form is not required. Please [see the IT Procurement process page on the UPL website for additional information](#).



USING THE PCARD

Spartan Marketplace

Learn more about making purchases with [MSU's Amazon Business Account in Spartan Marketplace \[PDF\]](#).

As good stewards of MSU resources, cardholders should check [Spartan Marketplace](#) to see if an item can be purchased through one of our strategic suppliers, prior to making a PCard purchase. With the exception of Amazon Business in Spartan Marketplace—which uses the PCard—all other Spartan Marketplace suppliers invoice MSU against a purchase order. [Procurement's Buying Methods page](#) can help you determine the best way to procure the item or service you need.



Tax exemption

Refer to the [Office of the Controller's FAQ on Sales and Use Tax \[PDF\]](#) and [MBP Section 50](#) for further guidance.

Michigan State University is exempt from the payment of sales and use taxes on purchases of tangible property and applicable rentals. The university's Federal Tax Identification Number (38-6005984) is included on every PCard.



Cardholders should ensure that sales tax is not charged on PCard transactions by providing suppliers with a copy of the Sales and Use Tax Exempt Status Certificate. A pocket-sized version of this certificate is included with each PCard.

Additionally, cardholders should contact the vendor for a tax credit in cases where sales tax was incorrectly assessed on purchases of \$1,000 or greater. Attempts to rectify incorrect sales tax assessment should be documented in the Notes and Attachments section of the PCard transaction eDoc.

If a vendor is not accepting MSU's tax exempt status, please contact the Office of the Controller for assistance.

