

Updated
12/3/10

Special Expense Guidelines for Common Purchases Note: This is not intended to be a complete guideline covering all circumstances, but a general purpose guideline covering the most common uses.			Updated 12/3/10
CATEGORY	SPECIAL EXPENSE REQUEST & APPROVAL REQUIRED?	IF SPECIAL EXPENSE APPROVAL IS RECEIVED AND IF PURCHASE IS BELOW \$3,000, CAN P-CARD BE USED TO MAKE PURCHASE?	OBJECT CODE RECOMMENDED
FOOD: For a Student Group Activity to engage students (primary purpose for students, no employees) (Note: The term "students" includes any and all students, Upward Bound students, Admissions recruits, high school and other school students.)	NO. However, a description of the event & the names of participating students (or name of student group and # of students expected) is required in the PO memo section or on the P-card transaction log.	YES - If the vendor accepts P-cards. (ARAMARK and Baker's Catering do not accept p-cards.)	2710
FOOD: For public events	YES Special Expense Request must include Vendor Name & Type and a list of employees who are participating.	YES - If the vendor accepts P-cards. (ARAMARK and Baker's Catering do not accept p-cards.)	Retail Store, 3000 Prepared Food, 1850
FOOD: For employee events	YES Special Expense Request must include Vendor Name & Type and a list of employees who are participating.	YES - If the vendor accepts P-cards. (ARAMARK and Baker's Catering do not accept p-cards.)	Retail Store, 3000 Prepared Food, 1850
FOOD: For search committees	Answer may vary depending upon circumstances. Consult your Vice President.	YES - If the vendor accepts P-cards. (ARAMARK and Baker's Catering do not accept p-cards.)	Retail Store, 3000 Prepared Food, 1850
GIVE-AWAYS: Gift Cards & Gift Certificates	YES - Gift cards and gift certificates may only be purchased via PO from vendors that BSU/NTC have an exclusive relationship with such as ARAMARK, Baker's Catering, the BSU/NTC bookstore, and the BREC merchandise store.	No - Gift cards and gift certificates NOT allowed on purchasing card under any circumstances.	Purchase Orders Only, Exclusive Relationship Vendors Only 3000
GIVE-AWAYS: For student activities (includes clothing)	YES	YES	2710
GIVE-AWAYS: For promoting general university and program purposes (includes clothing and survey tokens of appreciation)	YES	YES	3000
GIVE-AWAYS: Promotional items with BSU logo, limited to Admissions or Marketing & Communications Office (includes clothing)	YES	YES	1110
UNIFORMS: Required clothing and/or steel toe boots	NO	YES	3000
FACULTY/STAFF UNIFORMS: Departmental Identifying Apparel--Not University Required Uniforms (examples: Admissions, Athletics, HMU, Rec Center)	YES	YES	3000
UNIFORMS: Student athletic teams	NO	YES	3000
Note: This is not intended to be a complete guideline covering all circumstances, but a general purpose guideline covering common purchases.			
Prepared by: Business Services / Procurement & Logistics August 2010			