



P-Card Purchases and Payments

The documentation must contain the following information for P-card Purchases or to pay invoices:

- A quote or proposal with description or picture of item/items to be purchased (Print screen or e-mail)
- The date of the quote or proposal
- The suppliers/ vendor's name, a current address, telephone number and e-mail address.
- The quantity, item number and cost of each item including if any, the shipping fee
- The total amount of the quote or proposal
- A signature of approval, date and the budget ie:17XXX, "OK to pay" or "Ok to order"
- If it is an invoice to be paid the same applies to that document.
- Submit to tmason@ccsnh.edu in the Business Office.

▲ Unauthorized Purchases Include:

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| <ul style="list-style-type: none">• Alcoholic Beverages (unless authorized in system policy 562.02) or for academic programs• Live animals (except for lab supplies)• Cash Advances• Construction/renovation• Consulting Services• Donations (may if using fundraised dollars)• Equipment (<i>over \$5000 may only occur with prior approval</i>)• Fuel (may be used for <u>College</u> vehicles only may not be used for personal vehicles)• Weapons or Ammunition and weapons and ammunition props | <ul style="list-style-type: none">• Lease or Rentals (<i>may with prior approval</i>)• Personal Items (<i>regardless of intent to reimburse</i>)• Purchase from an employee or where a conflict of interest exists• Radioactive Materials• Services; professional or personal• Telephone Equipment (<i>college dependent</i>)• Sunshine fund activities or other gestures of goodwill |
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