**PCard Helpful Hints**

### Typical PCard Purchases
- Subscriptions
- Memberships
- Registrations
- Laboratory and instructional supplies

### Prohibited Purchases
- Alcoholic Beverages
- Business Cards
- Cash Advances
- Contractual Services
- Cylinder Gases and Liquid Nitrogen
- Decorations
- Food or Refreshments
- Fuel, Gasoline, Diesel
- Furniture
- Gifts and Donations
- Hazardous Chemical Material
- Kitchenette Items
- Leases
- Moving Expenses
- Personal Purchases including items to decorate your office
- Postage Stamps
- Printing jobs that require pre-approval by Eagle Printing & Creative Services and Purchasing
- Purchases from EWU departments
- Purchases from family members of the card custodians immediate family
- Purchases involving trade-ins
- Radioactive Materials
- Registration for non-employees and non-students
- Remodeling Purchases
- Rentals, long term
- Small and attractive equipment
- Telephone calls, calling cards, prepaid calling cards
- Travel and travel related expenses
- Vehicle repair
- Weapons and ammunition

### Reasons for Decline
- Disallowed merchant commodity code (MCC)
- Single or Monthly Transaction Limit Exceeded
- Number of Transactions Per Day Exceeded
- Incorrect Card Expiration Date
- Incorrect 3-digit Security Code

### What To Do If Card Is Declined
1. Contact Purchasing via phone (509-359-6055 or 509-359-6604) or email (lmckay@ewu.edu or bsantiago@ewu.edu)
2. Please provide the following information:
   a. Merchant
   b. Items being purchased
   c. Total dollar amount
   d. Date of transaction

### Review Materials
1. Monthly report from PaymentNet signed by cardholder’s approver
2. Transaction Detail Records signed by appropriate budget authority
3. Original receipts corresponding to each Transaction Detail Record
4. By the last Friday of July, submit all original documents to Purchasing, 218 TAW, for the previous fiscal year
SMALL AND ATTRACTIVE EQUIPMENT LIST

To be considered small and attractive, each item must exceed $300 including tax and shipping and be less than $5,000.

- Radios, Portable (when used for Public Safety: University Police, Parking, and Environmental Health & Safety)
- Radios, Mobile (when used for Public Safety)
- Transmitters (when used for Public Safety)
- Binoculars
- Telescopes
- Spotting Scopes
- Hand Guns
- Rifles
- Shotguns
- Starting Pistols
- Cameras, Motion Picture
- Cameras, Still Picture
- Camera Lens
- Projectors: Filmstrip, Slide, Overhead, Video
- Computer, Micro
- Computer, Portable
- Palm Pilots
- Plotters
- Digitizers
- Scanners
- Projection Panels
- Docking Stations
- Digital Cameras
- Computer Monitors
- Computer Printers
- Calculators
- Typewriters
- Dictation/Transcription Units
- Televisions
- Radios (Home Type Only)
- Servers
- Audio Recorder/Players (Home Type Only)
- Turntables (Home Type Only)
- CD Players (Home Type Only)
- Cassette Decks (Home Type Only)
- Laser Disc Players (Home Type Only)
- Record Players (Home Type Only)
- Video Cassette Recorder/Players (Home Type Only)
- Video Cameras (Home Type Only)
- Karaoke Machines (Home Type Only)

PCard Contacts
Bill Santiago, PCard Administrator, 509-359-6604, bsantiago@ewu.edu
Lindsay McKay, PCard Reviewer, 509-359-6055, lmckay@ewu.edu

Call or email Purchasing to:
- Make changes to cardholders profile
- Deactivate/close a cardholder’s account
- Clarify PCard policies and procedures
- Resolve declined transactions
- Report a lost or stolen card (after you have contacted PaymentNet)

JP Morgan Chase, 1-800-270-7760

Call PaymentNet Customer Service to:
- Report a lost or stolen card (call immediately)
- Request further information on a charge
- Dispute a charge (after you have contacted the merchant)