

LCC Guide to Allowable and Non-Allowable Credit Card Purchases

Allowable

- Office Supplies
- Memberships
- Advertising
- Advertising Logo with Marketing approval
- Cylinder Gases
- Freight Expenses and Postage Charges
- Computer Supplies with ITS Administrator Approval
- Printing (with College Marketing Approval)
- Textbooks
- Ticket for Students and Gift Certificates
- Uniform Laundry Rental
- Promotional Materials (only awarded contractors)
- Sponsored Events
- Trophies
- Small Dollar Equipment
- Flowers
- Subscriptions
- Repair Services ***
- Aviation Repair Parts
- Purchases from MSU University Stores
- Hosting Expenses (off campus only)
- Classroom Supporting Materials and Supplies
- Vehicle Rental for Student Support
- Hotels and Restaurants for LCC
- Registration for Student Club/Groups
- Automotive Repair Parts

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Non-Allowable

- Alcoholic Beverages, beer, wine, liquor
- Personal Purchases of any type
- ATM/Cash Advances of any type
- Boat Dealers, Rentals, Marinas
- Long-Term Rentals
- Furniture **
- Cellular Telephone and Telephone Services
- Contracts and Leases
- Contract Agreements of any type that require a signature
- Consulting Services
- Gasoline for personal vehicle
- Pyramiding Purchases – sever dollar purchases are made over a short period of time in lieu of combining purchases. Avoid compliance with the competitive bid requirement of Purchasing Policy.
- Automotive Repair (Emergency only on College vehicles)
- Firearms of any type
- Moving services
- Radioactive and Hazardous Materials ** (unless approved by Purchasing in writing)
- Time payments of any type
- Insurance, unless approved by Budget Administrator
- Equipment with a dollar value of more than \$1,000 must be approved by Division Budget Administrator
- Leases and Lease purchases
- Reimbursement of any type
- Donations

** Pre- approval required from LCC Card Administrators, or noted Administrators. Include name of approver and date received.

*** LCC Card may be used for off-campus repair work:

- ✓ Repair of equipment is valued under \$1,00 and not fixed inventory
- ✓ Vendor does not have to come on campus
- ✓ Repair is considered minor or low dollar amount

For questions about this guide please call the Purchasing Department at 517-483-1785.