Purchase Card Use for Student Organizations

The following policy describes the parameters for the use of any Office of Student Involvement staff member’s Xavier University-issued purchase card for student organization procurement purposes. The Purchase Card Use for Student Organizations Policy exists to set limits and guidelines for the use of purchase cards by student organizations in order to reduce liability of the card holder and the Office of Student Involvement. The use of their purchase card for student organization purposes is solely up to the discretion of the cardholder in accordance with this policy.

Purchase Card

The use of a University purchase card for student organizations should be reserved for transactions that cannot be paid for by check or cash or when another University purchase card issued to an advisor is not available. Only transactions by phone or through the internet are permitted as students must complete all transactions in the Office of Student Involvement with the supervision of a staff member. Students are not permitted to take the purchase card out of the office. Student organizations must have available money in their fund at the time of the transaction; Office of Student Involvement staff will verify fund balance.

In accordance with the University purchase card policy, the purchasing card may be used to buy merchandise required for University business needs with the exception of the following:

- alcoholic beverages
- ATMs
- cash advances
- computer hardware
- construction or renovation
- consulting services
- furniture
- hazardous chemicals or materials
- jewelry
- maintenance
- maintenance contracts
- personal expenses or charges
- personal services
- software
- traveler checks
- items exceeding cardholder credit limit

Xavier University is exempt from Ohio state sales tax. Cardholders must advise suppliers of the University’s tax exempt status when making a purchase.

Types of Transactions

Permitted

- Conference Registration
  - *Online or phone payments

- Lodging
  - *Credit card authorization form faxed from our office
  - *Must use personal debit or credit cards for incidentals

- Vehicle Rental
  - *Only from Enterprise Rent-A-Car

- Online Purchases
  - *May need to call customer service to exclude sales tax

Credit Card Only Purchases

Not Permitted

- Anything Payable by Check

Apparel or Promotional Products

- *High cost and risk of error. Recommend using a purchase order, otherwise a check must be used.
- *Cannot be used to ‘hold’ an order

Emergency Use Because of Poor Planning

Procedure

Student must meet with an Office of Student Involvement Staff member to complete a transaction. Requests for purchase card use may be made in advance. Student must complete the Purchase Card Use for Student Organizations Request form at time of purchase.

Failure to adhere to this policy will result in the organization’s loss of privilege for the remainder of the academic year.