Reference Guide for the Purchase of Services on Pcard
Revised: December 2008

The following services provided by the specified vendors are allowed on the Procurement Card. Please note some services may require additional authorizations (Directive 11, Travel Authorization, etc.):

- Campus Catering with approved Directive 11
  - Approved Vendor: OC Choice
- On-campus and off-campus restaurants for events with approved Directive 11
  - No Vendor Restrictions
- Business meals at off-campus restaurants (non-travel) with approved Directive 11
  - No Vendor Restrictions
- Room rental on-campus (TSU and Golleher Alumni House) with approved Directive 11
  - No Vendor Restrictions
- Copying and duplicating (without design elements) only
  - Approved Vendors: FedEx/Kinkos, OfficeMax, Office Depot
- Mail services using off-campus vendors
  - Approved Vendors: U.S. Postal Service, UPS, FedEx, DHL
- Key and lock services for departments in Non-State operated facilities
  - Approved Vendor: Cypress Lock and Key
- Drycleaners (except when the cost of services provided is greater than $2,500)
  - Approved Vendor: Sayomi's Tailoring and Cleaners
- Master Agreements (go to the Master Agreements webpage to see the list of available services allowed by contract to be placed on the Procurement Card)
- Travel services (for officially approved University travel) – Transportation charges (airfare, train, taxi, shuttle, etc.)
  - Conference registration fees
  - Rental car agency (Enterprise Rent A Car)
  - Lodging

Only the specific services and service providers referenced above may be purchased on a Pcard. All other services provided by vendors not listed above are prohibited unless a “Q” Number is issued by Contracts and Procurement before the service is provided.

All documents must be sent to the Procurement Card Program for review either by mail (CP-300) or by email (pcard@fullerton.edu). Submittal of documents does not grant authorization to begin work on the service being provided. Work can only begin when a Q# is issued by Contracts and Procurement.

REMINDER – Violation of Procurement Card Policy may lead to suspension, or revocation of the Procurement Card.
Due to liability and performance issues, all contracts for services are required to be signed and reviewed by Contracts and Procurement. Only Contracts and Procurement is authorized to enter into contracts on behalf of the University. Master Agreements fulfill this requirement and those services are allowed on the Procurement Card. The information in this guide is subject to change.