

ISU Purchasing Department [PURCH]

From: ISU Purchasing Department [PURCH]
Sent: Wednesday, July 07, 2010 10:23 AM
Subject: Repairs & technical services now allowed on purchasing card

To: P-card system users and cardholders

Effective July 1, 2010, the following services are allowable to be paid with the purchasing card:

- Repair services
- Technical services
- Rental services for small equipment

For rentals of tables, tents and chairs, cardholders should use our contracted vendor, Classic Events and Parties. More information about this competitively bid contract may be found at <http://www.purchasing.iastate.edu/contracts/?id=44>.

The following services continue to be restricted on the p-card:

- Services requiring a signed contract
- Rental of high-value (>\$5000) or high-risk equipment
- Construction services and repair of facilities
- Professional services
- Telecommunication services

If you have questions about this change or about which services may be paid using the p-card, please contact the purchasing help desk at 294-4860 or pcard@iastate.edu.