

ONE CARD QUICK NOTES

02132025



ACCEPTABLE PURCHASES

CLASSROOM MATERIALS
OFFICE SUPPLIES
FOOD SUPPLIES
EVENT SCHEDULING
COURIER SERVICE
CONTRACTED SERVICES (*CUSTOMIZATION*)

AUTO PART, TOOLS/HARDWARE
FIELD TRIP
HOTEL

PROFESSIONAL DUES
REGISTRATIONS FEES
DELIVERY

EXAMPLES

*BOOKS, VIDEOS, PENCIL, MARKERS
PAPER, PENS, STAPLER, TAPE
INSTRUCTIONAL, REFRESHMENTS
CONFERENCE ROOM, CATERING
FEDEX, UPS, POSTAGE STAMPS
T-SHIRTS, UNIFORMS, PENS, MUGS,
SIGN LANGUAGE INTERPRETATION, ETC.
FOR INSTRUCTIONAL PURPOSE
ADMISSION FEE
CONTACT ACCOUNT PAYABLES FOR
INSTRUCTIONS
MEMBERSHIPS AND SUBSCRIPTIONS
SEMINARS, TRAINING, WORKSHOP
PIZZA, DOORDASH, UBER EATS*

ADDITIONAL INFORMATION

- Single Purchase Limit: **\$3,499.99**
- Credit Limit for Card 2-Plus: **\$5.00 (DO NOT ADJUST THIS CREDIT LIMIT)**
- When checking out a P-Card, please adjust the Temporary Credit Limit for 7 days
- Report missing, lost, or stolen One Card to Citi Bank at **800-248-4553**
- PIN RESET: call **877-905-1855** (16-digit card #, CVV #, Exp. Date and Verification Code)
- Citi Bank Hierarchy Level # **1 (3660040)** and phone number **855-867-0772**
- Only One Card Admin can check out a P-Card to a staff member

ONE CARD QUICK NOTES



UNACCEPTABLE PURCHASES

GIFT CARDS

FURNITURE (OVER THE FIXED ASSET PRICE)

TECHNOLOGY

ALCOHOLIC BEVERAGES (LIQUORS
STORES/BARS)

FIXED ASSETS

THIRD PARTY AGENCIES

HOME RENTAL

CAR RENTAL

TRAVEL MEALS

GRATUITY

FUND (INCLUDING BUT NOT LIMITED)

OBJECT CODE (INCLUDING BUT NOT LIMITED)

EXAMPLES

(NO GIFT CARDS OF ANY KIND!)

TBD

SOFTWARE, LICENSES, WEB SUBSCRIPTIONS

*CONTACT THE PURCHASING DEPT. FOR
ADDITIONAL QUESTIONS*

*PURCHASES WITH UNIT PRICE OF \$500.00 AND
ABOVE*

TRAVELOCITY, EXPEDIA, PRICELINE ETC.

AIRBNB, VRBO, ETC.

EXCEEDING THE NUMBER OF 14 SEATS

*CONTACT ACCOUNT PAYABLES (NO TRAVEL
MEALS ON P-CARD)*

TRANSPORTATION, SERVICE, DELIVERY, ETC.

*211, 224, 240, 255, 263, 289, 385, 386, 244,
206, 4293*

6394, 6397, AND 6639 CAPITAL ASSETS

ADDITIONAL INFORMATION

- Card 1 cannot be checked out to staff members
- Split transactions cannot exceed the threshold of \$3,499.00
- Sales tax cannot be charge to a P-Card
- Statements cannot be reconciled with missing itemized receipts
- One Card Holders are not allowed to check out their P-Card

When in doubt, please always contact the P-Card Administrator for clarification.