

IMPORTANT P-CARD USAGE GUIDELINES:

- ALL P-CARD PURCHASES OUTSIDE THE CONTINENTAL OF THE U.S. FOR GOODS OR SERVICES WILL BE CHARGED AN "INTERNATIONAL TRANSACTION FEE" WHICH IS 1% OF THE U.S. DOLLAR AMOUNT.
- AS OF JULY 1, 2007 YOU CAN NO LONGER USE STATE FUNDS TO PURCHASE "GIVE-AWAYS" ITEMS. THESE ITEMS MUST BE PURCHASED OUT OF A NON-STATE BUDGET. SO, THOSE PENS, MUGS, FLASH DRIVES, PORTFOLIOS, IPOD...ETC, CANNOT BE PURCHASED WITH STATE FUNDS. AS OF OCTOBER 17, 2008 (* memo from Kennon Briggs, NCCCS) THE ONLY FUNDS THAT CAN BE USED FOR THESE PURCHASES ARE "SPECIAL EVENT FUNDS", INSTITUTIONAL FUNDS" AND "SELF-SUPPORTED FUNDS".
- NO EQUIPMENT ITEMS MAY BE PURCHASED USING THE P-CARD UNDER ANY CIRCUMSTANCES, WHETHER USING MAJOR OR MINOR EQUIPMENT FUNDS. NO COMPUTERS DESKTOP OR LAPTOP MAY BE PURCHASED ON THE P-CARD.
- THE P-CARD TOTAL TRANSACTION LIMIT PER VENDOR IN A SINGLE DAY IS \$2,500.00 INCLUDING SALES TAX, APPLICABLE FREIGHT AND/OR INSTALLATION CHARGES.
- PAYMENTS FOR A PURCHASE CANNOT BE SPLIT INTO MULTIPLE TRANSACTIONS SO THAT PREVIOUSLY MENTIONED LIMITS OR STATE PURCHASING GUIDELINES ARE VOIDED.
- A CPCC FUEL CARD IS ONLY FOR THE PURCHASES OF FUEL, SERVICES AND PARTS FOR CPCC VEHICLES.
- P-CARD CANNOT BE USED FOR AIRFARE, HOTEL, CASH ADVANCES, ALCOHOL, RENTAL CARS, MEALS, PARKING, LIMOUSINE SERVICES, TRAIN, TAX, BUSES, FERRIES, SHUTTLE BUSES, OR ANY AND ALL OTHER TRAVEL RELATED CHARGES, (P-CARD IS NOT TO BE USED FOR ANY CHARGES RELATED TO TRAVEL, LOCAL OR OTHERWISE).
- P-CARD IS ALLOWED FOR BUSINESS LUNCHEON ONLY WHEN USING NON-STATE FUNDS.
- P-CARD IS ALLOWED FOR REGISTRATION FOR CONFERENCES AND WORKSHOPS.
- P-CARD IS NOT ALLOWED TO PURCHASE RETAIL GIFT CARDS OR DEBIT CARDS FOR CPCC EMPLOYEES. HOWEVER GIFT CARDS CAN BE PURCHASED TO BE GIVEN TO A STUDENT ONLY IF THE STUDENT IS NOT A CPCC EMPLOYEE.
- P-CARD IS NOT ALLOWED FOR PERSONAL PURCHASES.
- IT IS THE CARDHOLDER'S RESPONSIBILITY TO ROUTINELY CHECK THEIR P-CARD MONTHLY BILLING STATEMENT FOR ALL TRANSACTIONS ON THEIR P-CARD. FOR THOSE TRANSACTIONS THAT ARE NOT VALID PLEASE CONTACT THE P-CARD ADMINISTRATOR AND BANK IMMEDIATELY.

NOTE: If the P-card is lost or stolen, you must notify the P-card Administrator at 704.330.4470 and Bank of America at 1.888-449-2273 immediately.

WHEN IN DOUBT PLEASE CONTACT THE P-CARD ADMINISTRATOR AT 4470