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Cc: [Ho, Tanya](#)
Subject: Pre-approval for P-card purchases
Date: Thursday, December 8, 2022 10:00:02 AM
Attachments: [image001.png](#)

Hi Team,

This is a reminder that certain items are prohibited from being purchased when you use your ASI P-card. [Policy 216-Contract and Procurement](#) states:

4.1 Prohibited Use of the Card - Use of the Purchase Card for the **goods and services listed below are generally prohibited unless pre-approval in writing which was granted by the ASI Executive Director**, or when they are not available, their designee:

- 4.1.1 Non business related camp sites, amusement and recreational service
- 4.1.2 Personal Purchases of any kind
- 4.1.3 Cash Advances or Cash Equivalents (Disney Money, gift cards, etc.)
- 4.1.4 Firearms & ammunition
- 4.1.5 Food Items, unless pre-approve in writing with the required forms (i.e. hospitality form, food permit)
- 4.1.6 Leases or building rentals
- 4.1.7 Alcohol
- 4.1.8 Narcotics and other controlled substances
- 4.1.9 Maintenance and/or Service Repair Agreements (individual one-time repairs under \$500.00 are acceptable if supported by insurance) and approved by Executive Director
- 4.1.10 Medical Services
- 4.1.11 Equipment Over \$500.00
- 4.1.12 Splitting purchases to circumvent the single purchase limit.

Many of the items listed above cannot be purchased using student body fees. However, the P-card may be used for certain items, with my written pre-approval. To get pre-approval, send me an email with the purchase information and I will respond to the email. The email approval must be included with your receipts and purchase documentation for our audit purposes.

Let me know if you have any questions,

Barnaby



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