

Disbursements OfficePurchasing Card limits

Monthly: _____

Transaction: _____

MCC Groups on Purchasing Card Travel (T&E) General Purchases Medical (*Health Care areas only*) Motor Pool Physical Plant Legal/Tax

Billing Address – **420 Oak St**
 PRK 255
 Big Rapids, MI 49307

Things to Know

- * **Itemized receipts** – includes vendor, date of payment, method of payment, description of items purchased, quantity, unit price, total paid amount. An itemized receipt is required for all purchases over \$50 except: airfare, lodging, business meals, and car rentals, where a receipt is always required. (Departments may have individual policies that must be followed.)
- * **MCC Groups** – merchant types grouped by FSU based on relation to University business purpose.
- * **Forms** – make changes to card limits, usage, information updates, and replacing broken cards.

Traveling with your Purchasing Card

- * Travel must be purchased by individual employees and not on Department Cards.
- * Be sure to have a completed and approved travel Request before booking or purchasing travel.
- * Travel and related purchases should be economical and follow all policies. Any discrepancy may become the responsibility of the employee.
- * Card can be used for food while on travel but then individual meal purchases should be marked "Personal" in Expense Report to offset meals per diem claimed.
- * Before traveling, be sure your card is set up to allow travel purchases and your limit is accommodating for the travel.
- * Reconcile charges in an Expense Report within 30 days but *wait* until the Purchasing Card charge has uploaded to Concur.
- * Download and become familiar with the mobile apps to aid in your travel and Expense Report when you return. See [Mobile App Introduction](#) for more information.

Resources – For more information, instructions, training, and forms on the topics above, please visit our resources below and/or contact our office.

- * **Concur Help Page** – Log in to Concur -> Help -> Training
- * **MyFSU** – Log in to MyFSU -> Employee Tab -> Professional Development -> Disbursements Office -> Concur Training
- * **Disbursements webpage** – Search "disbursements" on Ferris.edu or visit this link www.ferris.edu/disbursements