



University Card: Purchasing vs Travel

Recommended Purchases

PCard or Purchasing Card: Tangible Goods

- Office supplies, name tags, promotional items, swag
- Event supplies for events on campus: *MCC restrictions may apply*
- Books: Except TCU Bookstore
- Gift cards: see Restricted Purchases
- Professional association dues and trainings: *MCC restrictions may apply*

Travel Card: Travel Expenses

- Food pick-up or drop-off orders ONLY: *no catering services allowed*
- Travel arrangements: air, hotel, car rental, ground transportation, parking
- Guest travel arrangement & meals: Guest reimbursements are in Jaggaer
- Conference registration fees: See Conference Registrations & Professional Memberships

Conference Registrations & Professional Memberships

- **Overnight Travel:** With or without membership fees in the same transaction.
 - If yes: Travel Card. Please include this purchase in your travel report.
 - If no: Purchasing Card recommended for timely reconciling. If you do not have a PCard, a Travel Card may be used with a Non-Travel Report.
- **Memberships, Dues, Subscriptions Only**
 - Purchasing Card recommended for timely reconciling.

MCC Restrictions May Apply

Travel Cards

- Travel Cards are intended for business types such as fast food, restaurants, lodging, transportation, and car rentals.
- Non-standard MCCs are very common for conferences. (e.g., Non-Profits, which is enabled on both card types.) You should attempt your online registration first and then submit an MCC request in Concur if it is declined due to the MCC.

PCard or Purchasing Cards

- PCards are intended for business types such as office equipment, retail, and other tangible goods, with restrictions on technology-related merchants.



Other Items

Refunds, Fraud Credits, and Discrepancies

- Refunds should be returned to the card used for purchase. Cash is not allowed.
- Cardholders are responsible for ALL transactions under Available Expenses.
- If JP Morgan requests documentation related to a fraud report, and a cardholder does not respond within their deadline, the fraud credit will be reversed.

Restricted Purchases

Amazon: Jaggaer Only

- Amazon purchases on University Cards are prohibited.
- All Amazon purchases must go through the Jaggaer punchout catalog. Prime memberships are not allowed, as TCU has one for use through Jaggaer.

Contracts, Deposits & Services: Use Jaggaer

- **Catering Services:** Anything beyond “pick up/delivery of food” is prohibited. Catering requires a completed contract in Jaggaer.
- **Contracts:** Any purchase requiring a contract, such as a service, lease, or rental, must be processed in Jaggaer.
- **Deposits:** Prohibited unless approved by the Contracts team. Many agreements specify “no deposit required” – vendors should be informed if specified.
- **Services of Any Kind:** Requires a contract through Jaggaer, and is prohibited on University Cards.

Gift Cards: PCard Only

- Gift Cards may only be purchased using PCards.
- All gift cards are taxable to the recipient, per IRS regulations. Recipients must be indicated on the expense report.
- Preferred purchase vendors include bulk Walmart online ordering.

Invoices: Use Jaggaer

- University Cards should not be used for invoices. Invoices must be processed in Jaggaer, with a completed supplier set up. This prevents duplicate payments, which are seen as a waste.
- **Definition:** An invoice is a bill used after goods have already been provided. University Cards are designed for payment before or at the time the goods are obtained.

IT Purchases: Preauthorization

- If it plugs into or is accessed by your computer, including paid online access such as Canva, it must be preapproved by IT Purchasing.

TCU Campus Items: Restricted

- **TCU Bookstore Purchases:** Complete the form available through Procurement for a steep discount. Bookstore purchases on University Cards are not allowed.