Policy Quick Links

PCard Policy
https://www.usnh.edu/usnh-financial-services-policies-and-procedures/09-usnh-purchasing-card-guides

Travel Policy
http://www.usnh.edu/usnh-financial-services-policies-and-procedures/07-travel

Contracted Vendors - USNH
http://finadmin.usnh.edu/forms/purchasing/contractlist.html

Contracted Vendors – Keene State College:
http://www.keene.edu/office/purchasing/assets/documents/contracted-vendor-list/download/

Disputed Purchases Policy

Generally allowable expenses while traveling

Generally unallowable expenses while traveling

Meals while traveling
http://www.usnh.edu/usnh-financial-services-policies-and-procedures/07-007-travel-meals

Meals while not traveling

PCard Documentation and Record Retention
Purchasing Card Violations and Consequences


Receipt Documentation


Terms of PCard Use


Vehicle Rental

http://www.usnh.edu/usnh-financial-services-policies-and-procedures/07-010-vehicle-rental-expenses

Vehicle Rental MasterRental Insurance Guidelines


What can the PCard be Used For?

https://www.usnh.edu/usnh-financial-services-policies-and-procedures/09-103-using-a-usnh-pcard