

## **Prohibited P-CARD Use/Capital Equipment/Gift Cards**

The standard P-CARD cannot be used for the following transactions or purchases or any items that are not for University business (including personal items):

- Alcohol, including alcoholic beverages with meals;
- Automatic Renewals such as magazines, software (auto billed/agreement for multiple years);
- Biological agents;
- Car repairs;
- Carpeting and draperies;
- Cash advances;
- Charter bus and charter air;
- Chemicals and gases;
- Contracts-two party signed agreements for good and/or services, including professional and artistic services and maintenance agreements; services involving labor, indemnity, and/or insurance requirements, including cell phone usage plans;
- Controlled and prescription drugs;
- Convenience Fees;
- Decorative items such as clocks, pictures, etc., for private office;
- Donations;
- Entertainment such as theatre, museum tickets;
- Fines, late fees or penalties, speeding and/or parking tickets;
- Flowers/unless for funeral or extended illness (see University policy 7.1.11);
- Fuel/gas, oil change;
- Furniture;
- Equipment over \$2,500;
- High Risk Equipment (See Facilities Services -> Services -> Property Control -> Equipment for a list of items considered high risk);
- Gift cards or gift certificates;
- Items purchased from University employees, their spouses, or children; business concerns of which an employee (spouse or children) is a sole or principal owner; corporations of which an employee (spouse or children) is a major officer or primary employee;
- Live animals;
- Logo/licensing items;
- Medical;
- Office telephones and cellular phones, calling cards, pagers and wireless communication equipment;
- Printing over \$500;
- Rental cars;
- Stamps (postage);
- Tax;
- Travel expenses: Meals and entertainment;
- Weapons & ammunition;
- Additional items may be added to this list at the discretion of the individual department head or P-CARD Committee.

Be aware that the P-CARD accounts can be tailored to the specific needs of each cardholder. Allowable transactions can vary from card to card. Requests for exceptions are to be made through the [Purchasing SharePoint Dashboard](#) with the “[P-Card Exception Form](#)” to the P-CARD Administrator with approvals by the Approving Official and the P-CARD Committee. In addition, all P-Card purchases may be further reviewed and subject to audits or investigations. The use of P-Cards must adhere to the regulations and policies of the University.