

Allowable and Prohibited Pcard Purchases

This list is not intended to be exhaustive of either category. Please contact Procurement with any questions. purchasing@atu.edu or 479-968-0269

Allowable

- Advertising (no contract/agreement involved)
- Conference registrations-Also allowed on the TCard
- Shipping charges-Those **not** handled by the campus post office.
- Office Supplies-Required to be purchased with Pcard.
- Subscriptions
- Educational supplies-Classrooms, labs, etc.
- Business cards-only purchased using ATUPrintCenter.com link.
- Institutional memberships
- Promotional items and prizes. **Must follow the Gift/Prize/Award process and must not be using Agency funds.** See www.atu.edu/purchasing for current gift/prize/award process.
- Local restaurant purchases-Must follow the local catering guidelines published at atu.edu/purchasing

Prohibited

- Personal purchases or any items not related to University business.
- Gift cards or gift certificates.
- Agency purchases
- Services such as construction, lawn care, etc.
- Appliances unless cardholder is a FAMA staff member
- ATU Foundation purchases
- Any purchase requiring an agreement, such as Terms and Conditions.
- Software licensing or upgrades such as Microsoft or Adobe.
- Maintenance and service agreements
- Printing-Wet ink on paper via a printing press. All printing must be bid via Procurement Services.
- Any items listed on a mandatory State of AR or University contract. Including but not limited to
 - Air conditioners, computers, software, cell phone, tires, bathroom tissue and paper towels, vehicles.

- Internal vendor providers
 - Facilities Management services
 - Food Services-Chartwells (all locations)
- Leased Items
 - Copiers and folding machines
 - Water coolers
 - Welding tanks
- Candles
- Capital Equipment \$5,000 or greater including tax and freight.
- Cash advances
- Construction or remodeling
- Furniture
- Gifts, contributions, sponsorships, or pledges.
- Internet service or cell phone service
- Medical service
- Restaurant charge-unless within the local catering guidelines published at atu.edu/purchasing
- Space heaters
- T-Shirts
- Alcoholic beverage
- Bottled water
- Break room supplies (paper plates, cups, and cutlery)
- Candy, soft drinks, food, and coffee
- Decorative items
- E-Bay and Etsy purchases-May only be used with pre-approval from Procurement Services.
- Flowers, plants, or greeting cards. Includes sympathy cards or flowers.
- Medications-Over-the-counter and prescription
- Party or holiday decorations
- Plaques and awards.
- Supplies and food for celebrations such as birthday or retirement.
- Any travel expense aside from conference registration. (see allowable list)
- Individual Meals-Including optional add on meals to conference registrations.
- Temu and Shein purchases