

P-CARD NON-ALLOWABLE LIST

Many items available at merchants cannot be purchased with the P-Card due to existing state contracts and restrictions imposed by Constitutional Amendments. We have developed the following list to make users aware of restricted items. This list may not include all non-allowable items and is subject to change. If in doubt, please contact the Procurement Office.

Agreements/Licensing

- Any purchase that requires an agreement, such as agreeing to Terms and Conditions
- License upgrades for Microsoft and Adobe
- Maintenance agreements requiring signature
- Service agreements requiring signature
- Software licensing for Microsoft and Adobe

Amendment 54 Items – wet ink on paper via a printing press

- Printing-Must be bid through the Procurement Office

Approval Needed

- Candy for student events
- Giveaways
- Logo items must have the approval of Marcomm
- Prizes
- Promotional Items

Contract Items

- Air conditioners
- Ammunition
- Cell phones
- Computers
- Office supplies from Wal-Mart
- Paper towels
- Software-Microsoft and Adobe products
- Cell phone
- Tires
- Toilet tissue
- Vehicles-new or used

Internal Vendors/Service Providers

- Facilities Management services.
- Food Services/Chartwells (all locations)

Leased Items

- Copiers/Copier Supplies
- Folding Machines
- Water Coolers
- Welding Tanks (Gas, Helium, Nitrogen)

Other

- **Items for Non-University Purposes**
- Candles
- Capital Equipment \$5000 or greater (including taxes and freight)
- Cash Advances
- Construction or remodeling
- Furniture (Exceptions: bookshelf, chairs, small filing cabinet)
- Gift cards or gift certificates
- Gifts/contributions/sponsorships/pledges
- Internet service/cell phone service
- Medical service
- Personal purchases
- Restaurant charges
- Space heaters
- T-Shirts

Personal Items

- Alcoholic beverages
- Bottled water
- Break room supplies (paper plates, cups, cutlery)
- Candy, soft drinks and food
- Coffee
- Decorative items
- **E-Bay**
- Flowers/plants/greeting cards
- Kleenex (unless in student areas)
- Narcotics/prescriptions
- Over the counter medication
- Party/holiday decorations
- Plaques/awards
- Supplies and food for birthday, retirement, & other celebrations

Purchases over limit

- Any purchase over your departmental limit must have the approval of the Vice President

Travel Expense (See T-Card)

- Airfare
- Car rental
- Fuel/gasoline
- Hotel/motel Lodging
- Meals-Including optional add on meals to conference registration.
- Other travel expenses