

## **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, 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 University Relations
- Prizes
- Promotional Items

### **Contract Items**

- Air Conditioners
- Ammunition
- Cell Phones
- Computers
- Envelopes – Plain or Printed
- Letterhead and Envelopes
- Light Bulbs
- Office Supplies from Wal-Mart
- Paper Towels
- Software-Microsoft and Adobe products
- Telephones, Telephone Headsets or Cell Phones
- Tires
- Toilet Tissue
- Vehicles-New or Used

### **Internal Vendors/Service Providers**

- Arkansas Tech Bookstore-Office supplies are prohibited, other purchases are allowed (see **Approval Needed** above).
- Community Education/Lake Point
- Facilities Management/Physical Plant
- Food Services (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 Certificates/Gift Cards/Shopping Cards
- Gifts/Contributions/Sponsorships/Pledges
- Internet Service/Cell Phone Service
- Medical Service
- Personal Purchases
- Phone Cards
- Restaurants
- 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/Holiday Cards
- Kleenex (unless in student areas)
- Narcotics/Prescriptions and other 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
- Other Travel Expenses