UNIVERSITY OF South Carolina

USC PURCHASING (P) CARD

ALLOWABLE / NON-ALLOWABLE CHARGES

A partial list of possible items and services which can/cannot be charged to the University Purchasing Card.

MAXIMUM SINGLE TRANSACTION

$4,999.99

Including taxes, shipping and fees

QUICK-REFERENCE GROUPS	ALLOWABLE — MAY BE CHARGED	NON-ALLOWABLE — MAY NOT BE CHARGED
01 TRAVEL, REGISTRATION & EVENTS	▪ Office supplies expenses during travel ▪ Local Conference/Registration Fees (that do not involve travel or food) virtual conferences, webinars	▪ Employee travel expenses to include lodging and transportation, Student Travel ▪ Conference Registration fees involving travel ▪ Entertainment, Business Meals ▪ Sporting and Entertainment Events
02 SUPPLIES, FACILITIES & SHIPPING	▪ Express Deliveries/Shipping ▪ Books for instruction ▪ Office Supplies ▪ Utilities ▪ Repairs ▪ Maintenance Supplies - Ace, Lowe's, Home Depot ▪ Lab Supplies	▪ Postage (stamps) ▪ Breakroom Supplies - Microwaves, Refrigerators, Utensils, Food containers. Employee functions examples: food for consumption by state employees - food for staff meetings ▪ Holiday, Birthday or Sympathy Cards, Stationary ▪ Holiday ornaments or decorations ▪ Gasoline, Petroleum
03 PROFESSIONAL & TECHNOLOGY	▪ Membership Dues in compliance with University policy ▪ Professional Subscriptions in compliance with University policy ▪ Cellular and Wireless Telephones and Devices in compliance with University policy (written justification from department head/dean/chair required) ▪ Verbal and internet ordering methods	▪ Gifts, gift certificates, gift cards, cash advances, calling cards, pre-paid cards, promotional supplies, incentives ▪ Telephone calling cards or additional minutes for calling cards
04 PAYMENT, LIMITS & VENDORS	▪ Credits must be returned to cards (cash is unacceptable) ▪ Statewide term contract vendors, locally owned businesses, women owned and small minority businesses	▪ Split Purchases - cumulatively exceeds the total value single transaction limit of $4,999.99 ▪ Personal purchases of any kind ▪ Vendors with a blocked MCC (merchant category code) ▪ Inter-departmental purchases