ALLOWABLE / NON-ALLOWABLE CHARGES

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

ALLOWABLE

- Office supplies expenses during travel
- Local Conference/Registration Fees (that do not involve travel or food) virtual conferences, webinars
- Express Deliveries/Shipping
- Membership Dues in compliance with University policy
- Professional Subscriptions in compliance with University policy
- Books for instruction
- Cellular and Wireless Telephones and Devices in compliance with University policy (written justification from department head/dean/chair required)
- Office Supplies
- Utilities
- Repairs
- Maintenance Supplies -Ace, Lowe's, Home Depot
- Verbal and internet ordering methods
- Lab Supplies
- Credits must be returned to cards (cash is unacceptable)
- Statewide term contract vendors, locally owned businesses, women owned and small minority businesses

NON-ALLOWABLE

- Employee travel expenses to include lodging and transportation, Student Travel
- Conference Registration fees involving travel
- Postage (stamps)
- Entertainment, Business Meals
- Gifts, gift certificates, gift cards, cash advances, calling cards, pre-paid cards, promotional supplies, incentives
- Breakroom Supplies - Microwaves, Refrigerators, Utensils, Food containers. Employee functions examples: food for consumption by state employees – food for staff meetings
- Telephone calling cards or additional minutes for calling cards
- Split Purchases – cumulatively exceeds the total value single transaction limit of $4,999.99
- Holiday, Birthday or Sympathy Cards, Stationary
- Holiday ornaments or decorations
- Sporting and Entertainment Events
- Gasoline, Petroleum
- Personal purchases of any kind
- Vendors with a blocked MCC (merchant category code)
- Inter-departmental purchases