Allowable Purchases (Things I can Buy with a P-Card)

- Advertising (please attach an AD or copy of the job announcement as documentation)
- Books, Magazines & Subscriptions (for not more than 1 year at a time)
- Professional Licenses
- Supplies (generally associated with requirements of job duties)
- Office supplies
- State Contract Items
- Repairs & maintenance
- Rentals (non-transportation)
- Software
- Non-Inventory equipment
- Declared Emergencies and Natural Disasters
- Food & drink, for students only, paid from student activity funds only, Food Purchased with Institutional Funds Form)
Prohibited Purchases (Things I Cannot Buy with the P-Card)

- Personal Purchases of any kind (including items for the workplace: coffee pots, holiday decorations, greeting cards, office décor)
- Gift cards, phone cards or Wolf bucks cards
- Agency Account or Foundation Account purchases
- Travel or entertainment expenses
- Food/Drink (except student activity accounts)
- Motor vehicle expenses including gasoline, repairs & maintenance
- Alcohol & tobacco products
- Firearms or explosives
- Professional services
- Split purchases
- Sales Tax
- Conference/ seminar registration fees
- Hazardous or radioactive material
- Computers or Laptops (anything that needs EDP #)
- Rolling Stock (includes trailers, bush hogs)
- Inventory equipment
On-Campus services & items (bookstore, central warehouse, Pub & print, campus post office)

Transportation Rental