

Allowable & Prohibited PCard Purchases  
Revised 06/01/16

This job aid is designed to help you identify allowable & prohibited PCard purchases. For further clarification or for questions, contact Purchasing or the Purchasing website - <http://www.westga.edu/purchasing/>.

### Allowable Purchases

- Advertising
- Books, Magazines, Subscriptions (1 yr only)
- Professional Dues & Memberships
- Professional Licenses
- Supplies
- State Contract Items
- Repairs & Maintenance
- Rentals – non transportation
- Software
- Non-Inventory Equipment (less than \$1000)
- Registration (conferences, webinars, etc.)
- Bookstore Purchases
- Paper or toner – Staples
- Declared emergencies & natural disasters
- Student Activity funds only – food & drink
- Team Travel & Studies Abroad

### Prohibited Purchases

- Personal purchases of any kind
- Gift cards
- Cash Advances
- Travel and entertainment expenses
- Alcohol or tobacco products
- Food/Drink (exception Student Activities and other pre-approved groups)
- Motor Vehicle Expenses (gas, repairs, etc.)
- Firearms or explosives
- Professional Services (i.e., Dr, dentist, accountant)
- Split purchases
- Sales tax
- Rolling stock (i.e. trailers)
- Computers, laptops, tablets, eReaders
- Inventory equipment (over \$1000)
- Transportation Rental
- Prizes and Awards
- Hazardous or radioactive material
- Data Plans, Software or other Applications for non-state devices
- Foundation Account Purchases (review the Purchasing website for this)
- Memberships/Fees to wholesale or warehouse clubs