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

The content of this handout was the most up-to-date information available at the revision date. However, policies, procedures, and guidelines may be updated during an academic year. Please refer to the University Policy website for the most current version of these policies, procedures, and guidelines.