University of West Georgia P-Card Quick Reference Guide

Allowed P-Card Purchases

- Advertising
  o Attach copy of ad or job posting to p-card statement
- Books for research or departmental use
- Subscriptions
  o Should be for 1 year or less
- Professional Dues & Memberships
  o Excluding Chamber of Commerce
  o Employee memberships on behalf of University are allowed
- Professional Licenses
- Supplies
  o Use Staples punch-out if available
- Lab/Research supplies excluding radioactive materials
- Non-Inventoried Equipment
  o Less than $1,000
- Paper or Toner
  o Use Staples punch-out if available
- State contract items
  o Check marketplace and use punch-out catalogs when available
  o Cardholder must document contract number
- Repairs & Maintenance provided no contract is required
- Software
  o Check the mandatory statewide contract before purchasing
  o If a contract or End User Licensing Agreement must be agreed to, a p-card should not be used.
- Conference Registration
  o Meals and excursions are not allowed unless included in registration fee
- Study Abroad and Team Travel expenses
  o Refer to page 5 of UWG P-Card Policy for guidelines

Prohibited P-Card Purchases

- Personal purchases of any kind
- Prizes, awards or promotional items
- Employee or prospective employees travel & entertainment expenses
- Breakroom supplies for employee use
- Flowers, greeting cards and gifts
- Data plans, software or applications for non-State entity devices
- Gift cards, gift certificates and cash equivalents
- Cash advances
- Purchases from any unit of the University of West Georgia (BOR restriction)
- Foundation or Agency Account Purchases
- Food/Drink
  o Exception: Food purchased for students with Student Activity funds is allowed
- Motor Vehicle Expenses
- AEDs and defibrillators
- Memberships and/or fees to wholesale shopping clubs such as Sam’s Club, Amazon Prime and Costco
- Alcohol or tobacco products
- Firearms or explosives
- Professional services
- Split purchases
- Sales tax
- Hazardous or radioactive materials
- Computers including iPads, tablets & laptops
- Rolling stock
- Inventory equipment
- Transportation rental