**University of West Georgia P-Card Quick Reference Guide**

**Allowed P-Card Purchases**

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

**Prohibited P-Card Purchases**

- Personal purchases of any kind  
- Prizes or awards  
- Employee or prospective employees travel & entertainment expenses  
- Breakroom supplies for employee use  
- Decorations, 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  
  - 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  
- Unmanned Arial Systems (Drones)  
- Employee Uniform Purchases