

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 Aerial Systems (Drones)
- Employee Uniform Purchases

