

## Allowable and non-allowable Pcard Charges

The following is a sample list of allowable and non-allowable charges.

Allowable ✓	Non-Allowable ✗
Advertising	Any purchase that requires agreements or contracts.
Conference Calls	Alcohol/Tobacco
Copying/Framing/Photo Developing (that produces a supply item)	Anything costing more than \$5,000
Credential Verification/Background Checks	Avoiding State Contracts
Medical License/DEA License/Passport Renewal	Cash Advance
Newspaper/Magazine/Online Subscriptions	Conference Registrations
Printing (if Xerox Printing Operations is unavailable)	Gift Certificates/Gift Cards
Postage/Shipping/Courier	Membership Dues
Reprints	Personal Items
State Contract Purchases (must contract vendor)	Radioactive Materials
Supplies (office/shop/IT/lab)	Rentals
Utility (power/water/gas/cable)	Research Gases
Vehicle Repairs	Restaurants
Zip-car	Services
	Travel (including Hotel and Registration)

**UNC Department of Marine Sciences**  
**Curriculum for the Environment and Ecology**

**PURCHASING CARD**

Date of a Purchase

---

Amount

---

Account/Grant Information

---

Card Holder's Name

---

Vendor Name

---

Description

---

---

If using funds from a Grant,  
how does this item benefit the research?

---

---

---

PI Signature

---

**Staple Receipt Here**