

# Allowable and Non-Allowable P-Card Charges

The following is a sample list of charges. For purchase questions call the P-Card Officer at 919-962-2255.

## Allowable ✓

- Advertising (no contract/agreement involved)
- Catering (if no contract required)
- Conference Calls
- Copying/Framing/Photo Developing (that produces a supply item)
- Credential Verification/Background Checks
- Conference Registrations
- Medical License/DEA License/Passport Renewal
- Professional Business Related Membership Dues
- Newspaper/Magazine/Online Subscriptions
- Postage/Shipping/Courier
- Repairs from a vendor (a corporation or partnership)
- Reprints
- Rentals (unless the Rental Involves a Contract with Terms & Conditions)
- Services from a vendor (a corporation or partnership)
- State Contract Purchases (must use contract vendor)
- Supplies (office/shop/IT/lab)
- Travel & Entertainment for Athletic Department and Student Travel on Request
- Utility (power/water/gas/cable)
- Zipcar

## Non-Allowable ✗

- Any purchase that requires agreements or contracts.
- Items otherwise available from ePro Vendor Catalog.
- Alcohol/Tobacco
- Anything costing more than \$5,000
- Avoiding State Contracts
- Cash Advance
- Gift Certificates/Gift Cards
- Personal Items
- Radioactive Materials
- Research Gases
- Restaurants
- Services from a Sole Proprietor (a Doing-Business-As Vendor - ie independent contractors)
- "Splitting" of transactions to avoid purchasing thresholds
- Travel