

NON-ALLOWABLE PURCHASES

Travel - of any kind. No airfare, hotel, shuttle, conference registration fees, etc.

E-Bay - purchases are not allowed on the PCard

Alcoholic Beverages

Cash Advances

Office Décor - for an individual personal office

Gasoline - or any type of fuel

Gift Cards - gift cards are not allowed, unless prior approval is given from Chief Procurement Officer

Software & Technology - All software, including apps, must go through Disability Services, IT, and Procurement. Contact Procurement before proceeding. VPAT and IT Questionnaire required

Printers, fax machines, scanners – unless on the exemption list

Toner – unless on exemption list

Televisions may not be purchased with a PCard until first consulting David Engelken in ITS

Food or Meals – Prior permission from the Chief Procurement Officer for certain items, through email and cc Credit Card Coordinator. Purchases without email permission from Chief Procurement Officer is a violation on the PCard. Food form must accompany receipt on the Pcard log. Sodexo purchases are allowed.

Single Transaction - over \$2500 or total of an invoice or order over \$2500.

Splitting - an invoice to circumvent the \$2500 limit

Computers - including tablet computing devices (ex. iPads, laptops)

Cellular Telephones or Go-Phones

Greeting Cards - Christmas cards, note cards, thank you notes, birthday, sympathy, get well or other similar printed cards.

Flowers (official functions) - No birthdays, baby showers, funerals, illness of an employee or anniversary, etc.

Office Party supplies - other than official functions of the university. Expenses associated with any event which primarily celebrates the anniversary, wedding, birthday, retirement or other significant moments in the life of an employee.

Supplies for employees - such as coffee, creamer, sugar are for guest only not employees. May be purchased for guests with prior permission from Chief Procurement Officer.

Gifts - for faculty or staff for any occasions.

Revised October 2020

Student Gifts – Such as Student Appreciation Day

Professional services - such as lawyer or architect

Parking tickets on campus or otherwise may not be paid for with the Pcard

Other - purchases not permitted under ASU-J policy and/or procedures

Delivery of items – Orders must be picked up or delivered to an **authorized University address** only. Purchases may not be delivered to a personal residence unless authorized by the appropriate Dean, Chair, or Vice Chancellor.

Signing of a contract for purchase or services. If the department has a contract, agreement, or terms and conditions that require a signature, this must go through the Procurement office, with the exception of Sodexo.

NOTE: All purchases must be for official business of Arkansas State University. If you are unsure if a purchase is allowed, please contact the Credit Card Coordinator in Procurement Services, 680-2028.