

PCARD NON-ALLOWABLE LIST: NOT ALLOWABLE PURCHASES

The following list was developed to make users aware of restricted items. This list is NOT all inclusive and is subject to change with little or no notice. For questions, contact the eBusiness/PCard Administrator.

Agreements/Licensing:

- Any purchase that requires an official University signature
 - Maintenance/Service Agreements or Software Licensing requiring signature
- Terms & Conditions

Contract Items:

- Ammunition
- Cell phones or Telephones - check with Telephone Services
- Letterhead and Printed Envelopes - can be purchased through PMC or from a contract
- Paper Towels & Toilet Tissue (in bulk over \$250)
- Printing and Copier Paper (in bulk over \$500)
- Tires - can be purchased with the PCard if a Contracted vendor is used
 - Exceptions may be made for emergency roadside or equipment repair
- Vehicles - New or Used

Personal Items: (that are NEVER ALLOWABLE)

- Alcoholic Beverages
- Birthday/Holiday/Greeting Cards of any kind for any reason
- Decorations for Parties/Holidays/Celebrations
- Flowers/Plants for gifts or personal office decor
- Narcotics/Prescriptions and other over the counter medications for human use
- Personal Purchases
- Supplies and Food for birthday's, promotions, department transfers & other celebrations

Amendment 54 Items:

- Printing using a printing press (wet ink on paper via a printing press)

Miscellaneous/Other Items:

- Airfare or other Travel Expenses – Hotel/Motel Lodging, etc.
- Car Rentals
- Cash Advances
- Construction or Remodeling
- Donations/Contributions/Sponsorships/Pledges
- Equipment \$2500 or greater (including taxes charge by the vendor and freight)
- Fuel/Gasoline
- Gifts of any kind
 - Items to promote the University or items used for Official Student Functions may not be considered a gift
- Gift Cards/Gift Certificates
- Internet Service/Cell Phone Service (exceptions may be granted for branch stations)
- Items for Non-University Purposes
- Phone Cards
- Restaurants

Promotional/Logo Items:

- Gifts/Giveaway/Novelty Items
- Do not use the PCard to pay for any University or Razorback logo(s) to be printed on any items

PCARD NON-ALLOWABLE LIST: CONDITIONAL PURCHASES

Computers/Printers/Scanners:

- Please check with the University Computer Store first
- Please check with PMC Solutions for multi-function Printers

Internal Vendors:

It is preferred not to use your PCard with Internal Vendors, however if the Internal Vendor accepts the PCard that is between you and the vendor.

- Facilities Management/Physical Plant (FAMA/PHPL)
- Parking & Transit
- Printing Services
- Telephone Services

Misc/Other: (Allowable but Require Additional Documentation as noted below)

- Certifications - require the [License/Certification Authorization Form](#) with receipt
- Licenses - require the [License/Certification Authorization Form](#) with receipt
- Memberships/Dues - require the [Membership Justification Form](#) with receipt
- Online Webinars/Online Training Classes - MUST note that no Travel/TA involved with the purchase
- Registration Fees - MUST note that no Travel/TA involved with the purchase
- Subscriptions - MUST note dates the subscription is valid (i.e. 01/02/2016 to 01/01/2017)

Personal Items: (May be allowable, depends on how item is used and requires CLEAR documentation)

Items that can be purchased for *Official Business Meetings, Official Functions or Official Retirement Events*:

- Bottled Water – can also be purchased for field workers
- Candy, Snacks and Soft Drinks
- Coffee, Tea, Coffee Pots, Coffee and Tea Accessories
- Food from a Grocery Store
 - Restaurants are coded differently than grocery stores and require a different process
- Food Supplies – such as paper plates, cups, utensils, etc.

Items that can be purchased for *Common Areas, Official Functions or Official Retirement Events*:

- Decorative Items/Decorations
- Flowers/Plants – can also be purchased for teaching purposes and University maintained flower beds/gardens
- Plaques/Awards – only for Official Retirement events