

Allowable Purchases (Things I CAN Buy with a P-Card)	Unallowable Purchases (Things I CANNOT Buy with a P-Card)
<ul style="list-style-type: none"> <li>• Advertising (Includes employee recruitment announcements and any advertising placed in a publication, magazine or newspaper.) Note: Expenditures to promote the University are not allowable on externally sponsored projects; however, the recruitment of personnel required for the performance of a sponsored project may be treated as a direct cost.</li> <li>• Appliances for Laboratory Use (non-inventoried only)</li> <li>• Auto Parts for In-House Use (no outside labor) For additional guidance see the process &amp; Payment for Mechanical Repairs, Maintenance &amp; Parts</li> <li>• Books (Exception: The P-Card cannot be used for books purchased for the library or charged to a library account)</li> <li>• UGA Bookstore</li> <li>• Bulk Fuel (unleaded/diesel tank delivery) Note: Transaction splits are ONLY allowed for bulk fuel provided the vendor is one on the statewide contract (SWC). Transaction splits are not allowed for any other SWC purchase.</li> <li>• Car Washes – includes mechanized or manual washes and detailing to clean the interior. Only allowed for inventoried vehicles. Cardholder must: enter comments on the transaction log or in Works stating why inside cleaning/detailing was necessary, 2) provide the vehicle inventory number, and 3) record the wash in the ARI system.</li> <li>• Compressed Gases (Includes all related charges for cylinder rentals) - Compressed gases that do not demonstrate any additional hazard, such as toxicity, corrosivity, flammability, or oxidizing properties.</li> <li>• Equipment Rental &lt; 90 Days (Employee vehicle rental is not allowed)</li> <li>• Food/Catering (See Section 6.1 for further details)</li> <li>• Lab/Research Supplies (DOES NOT include radioactive materials) □ Live Animals/Specimens</li> <li>• Non-Inventoried Equipment</li> <li>• Office Filing Cabinets</li> <li>• Office Supplies</li> <li>• Postage (includes stamps)</li> <li>• Printing (Exception: The P-Card cannot be used for any holiday cards or any UGA print and copy services)</li> <li>• Recurring Charges for University Owned Cellular Device Services (Monthly Cellular Bill)</li> <li>• Rentals &lt; 90 Days (This is for equipment rentals. Vehicle rentals for employee travel are not allowed)</li> <li>• Registration Fees (Exception: The P-Card cannot be used for UGA registration fees; such as: GA Center/GA CAES <ul style="list-style-type: none"> <li>○ Food is unallowable UNLESS included as part of the registration fee</li> <li>○ Conference registration fees may be paid with a P-Card; however, employees must not request reimbursement for meals included with the conference registration fees</li> <li>○ No memberships or lodging may be paid as part of the registration fee</li> </ul> </li> <li>• Repairs/Maintenance/Service Agreements for Equipment (provided no contract is required to be signed)</li> <li>• Software (includes orders from Software Resources &amp; Services (SRS))</li> <li>• Study Abroad Program Expenses (See Section 6.2)</li> <li>• Student Travel (See Section 6.3 for further details)</li> <li>• Subscriptions</li> <li>• Statewide Contract Purchases (NOT to exceed the single transaction limit) Exception: Transaction splits are allowed for SWC purchases of bulk fuel. (See Section 6.0)</li> <li>• Temporary Staffing Services</li> <li>• Utilities (Exception: NOT ALLOWED on a Restricted 'R' account)</li> <li>• WCD Monthly Charges (See 6.4 Wireless Communication Devices - Monthly Charges) only for state owed devices</li> <li>• WCD Software (ONLY State issued and owned devices including data plans, software or apps)</li> <li>• WCD Software for Non-State-Issued and Owned Devices</li> <li>• Water Service for Departmental Use (monthly delivery of bottles and/or maintenance of filters) □ Wireless Communication Devices (WCD) (All types).</li> <li>• Trade-Ins</li> </ul>	<ul style="list-style-type: none"> <li>• Agency Fund Expenditures (90-xx-xxxxx-xxx)</li> <li>• Alcoholic Beverages and Tobacco</li> <li>• Asbestos Removal</li> <li>• Break Room Supplies/Appliances for Employee Use</li> <li>• Cash Advances, Cash Refunds, or "Store Credits" held on account with the vendor</li> <li>• Hazardous Chemicals (Athens Campus Only). To see if chemical is hazardous, check Section 2 of the item's Safety Data Sheet or call the Office of Research Safety for assistance (706-542-9088)</li> <li>• Radioactive Isotopes</li> <li>• Construction, Infrastructure Repairs or Renovation</li> <li>• Decorations or Flowers for Employee or Office Use</li> <li>• Employee Vehicle Rental</li> <li>• Entertainment (see Appendix C – Definitions)</li> <li>• Firearms or Explosives</li> <li>• Fuel/Gasoline, Repairs, and Maintenance of state-owned or rental vehicles (This restriction does not apply to auto parts for in-house use (e.g. Entity-operated repair shops))</li> <li>• Flowers or Gifts to be given away</li> <li>• Food/Catering (except as authorized under Section 6.1 – Allowable Purchases)</li> <li>• Gift Cards, Gift Certificates, Debit Cards, Calling Cards, Pre-Paid Cards or similar products and other equivalent forms of cash</li> <li>• Installment Purchases</li> <li>• Insurance Payments</li> <li>• Intra-University Charges (includes all UGA campuses) (Exception – UGA Bookstore and Board of Regents Software Resources and Services (SRS))</li> <li>• Inventoried Equipment</li> <li>• Leases</li> <li>• Maintenance/Service Agreements (are not allowed if they require a signed contract)</li> <li>• Meals, Lodging, Transportation and Travel Related Expenses for Employees, Prospective Employees and Guests Performing a Service for UGA (Includes passport fees, travel insurance, one-time internet charges, hotel reservations.) The P-Card cannot be used to hold rooms. Exceptions are listed in Section 6.1 Group Meals</li> <li>• Memberships/Dues (Examples include: Sam's, Costco, Amazon Prime plus affiliate organizations such as NACAS, SACUBO, etc.)</li> <li>• Payments to Individuals for Services Rendered</li> <li>• Professional Licenses</li> <li>• Personal Purchases (even if you intend to reimburse UGA)</li> <li>• Prizes and Awards</li> <li>• Professional Services including the profession of: Certified public accountancy, architecture, chiropractic, dentistry, professional engineering, land surveying, law, psychology, medicine and surgery, optometry, osteopathy, podiatry, veterinary medicine, registered professional nursing, or harbor piloting. [As defined by O.C.G.A. 14-7-2]</li> <li>• Recurring Charges for Privately Owned Cellular Devices</li> <li>• Rentals &gt; 90 Days</li> <li>• Sales Tax from Vendors within the State of Georgia using Institutional Funds (some exceptions apply to a few UGA locations outside the state of Georgia)</li> <li>• Service/Recognition Awards i.e. plaques or certificates</li> <li>• Shuttles, Limo Services, and Metro Cards (Exception: Study Abroad Accounts)</li> <li>• Split Orders (including items on statewide or agency contracts) Exception: bulk fuel Mandatory Statewide Contract Items Purchased from other than the mandatory vendors</li> </ul>