

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"> • 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. • Appliances for Laboratory Use (non-inventoried only) • Auto Parts for In-House Use (no outside labor) For additional guidance see the process & Payment for Mechanical Repairs, Maintenance & Parts • Books (Exception: The P-Card cannot be used for books purchased for the library or charged to a library account) • UGA Bookstore • 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. • 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. • 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. • Equipment Rental < 90 Days (Employee vehicle rental is not allowed) • Food/Catering (See Section 6.1 for further details) • Lab/Research Supplies (DOES NOT include radioactive materials) □ Live Animals/Specimens • Non-Inventoried Equipment • Office Filing Cabinets • Office Supplies • Postage (includes stamps) • Printing (Exception: The P-Card cannot be used for any holiday cards or any UGA print and copy services) • Recurring Charges for University Owned Cellular Device Services (Monthly Cellular Bill) • Rentals < 90 Days (This is for equipment rentals. Vehicle rentals for employee travel are not allowed) • 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"> ○ Food is unallowable UNLESS included as part of the registration fee ○ Conference registration fees may be paid with a P-Card; however, employees must not request reimbursement for meals included with the conference registration fees ○ No memberships or lodging may be paid as part of the registration fee • Repairs/Maintenance/Service Agreements for Equipment (provided no contract is required to be signed) • Software (includes orders from Software Resources & Services (SRS)) • Study Abroad Program Expenses (See Section 6.2) • Student Travel (See Section 6.3 for further details) • Subscriptions • 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) • Temporary Staffing Services • Utilities (Exception: NOT ALLOWED on a Restricted 'R' account) • WCD Monthly Charges (See 6.4 Wireless Communication Devices - Monthly Charges) only for state owed devices • WCD Software (ONLY State issued and owned devices including data plans, software or apps) 	<ul style="list-style-type: none"> • Agency Fund Expenditures (90-xx-xxxx-xxx) • Alcoholic Beverages and Tobacco • Asbestos Removal • Break Room Supplies/Appliances for <u>Employee Use</u> • Cash Advances, Cash Refunds, or “Store Credits” held on account with the vendor • Chemicals (Athens Campus Only)(Exception: Compressed gases not demonstrating any other additional hazard such as toxicity, corrosivity, flammability, or oxidizing properties are allowed on the P-Card) Hazardous Chemicals, Radioactive Isotopes, Laboratory Chemicals Governed by the Chemical & Laboratory Safety Manual • Construction, Infrastructure Repairs or Renovation • Decorations or Flowers for Employee or Office Use • Employee Vehicle Rental • Entertainment (see Appendix C – Definitions) • Firearms or Explosives • 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)) • Flowers or Gifts to be given away • Food/Catering (except as authorized under Section 6.1 – Allowable Purchases) • Gift Cards, Gift Certificates, Debit Cards, Calling Cards, Pre-Paid Cards or similar products and other equivalent forms of cash • Installment Purchases • Insurance Payments • Intra-University Charges (includes all UGA campuses) (Exception – UGA Bookstore and Board of Regents Software Resources and Services (SRS)) • Inventoried Equipment • Leases • Maintenance/Service Agreements (are not allowed if they require a signed contract) • 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 • Memberships/Dues (Examples include: Sam’s, Costco, Amazon Prime plus affiliate organizations such as NACAS, SACUBO, etc.) • Payments to Individuals for Services Rendered • Professional Licenses • Personal Purchases (even if you intend to reimburse UGA) • Prizes and Awards • 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] • Recurring Charges for Privately Owned Cellular Devices • Rentals > 90 Days • 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) • Service/Recognition Awards i.e. plaques or certificates • Shuttles, Limo Services, and Metro Cards (Exception: Study Abroad Accounts) • Split Orders (including items on statewide or agency contracts) Exception: bulk fuel □ Mandatory Statewide Contract Items Purchased from other than the mandatory vendors • Trade-Ins • Water Service for Departmental Use (monthly delivery of bottles and/or maintenance of filters) □ Wireless Communication Devices (WCD) (All types). • WCD Software for Non-State-Issued and Owned Devices