PROHIBITED CREDIT CARD PURCHASES

The following are prohibited purchases on the State P-Card. This list is a guideline and not all inclusive. Exceptions may be preapproved for specific cases. Please contact your P-Card administrator with questions or concerns about a potential purchase. Card may be revoked for inappropriate purchases.

- Alcohol/Liquor
- Animals (except for instructionally related purposes)
- Buildings - lease, purchase or rental, such as portable restrooms, shipping containers, sheds
- Cash Advances
- Chemicals
- Consultants, guest speakers, etc.
- Equipment that requires vendor assembly, set up and/or installation
- Equipment or Hardware with a unit price including tax & freight of $5000 or greater
- Firearms and ammunition
- Food Items (unless for lab, instructionally related, or recognized student programs)
- Furniture (unless directly delivered to the ordering dept by the furniture company or a paid 3rd party, due to campus weight and material handling limits and restrictions). Cannot require assembly, set up and/or installation by 3rd party vendor.
- Gifts such as gift certificates, greeting cards and balloons, flowers and plants
- Hospitality - Food, decorations, paper goods, etc. (Exemptions for official Student programs, require justification and program documentation)
- International charges
- Maintenance Agreements - all
- Medical Services
- Medicine (oral) such as aspirin, antacids, etc.
- Memberships to an individual other than professional. examples: Amazon Prime, Costco
- Party/event rentals - tables, chairs, tents, etc.
- Personal Purchases
- Recreational – camp fees, camp sites, amusement parks, space rentals
- Registration, conference fees, seminars, classes (webinars on site allowed)
- Rentals, leases, rental agreements - such as equipment, vehicles, furniture, tents
- Repair or maintenance such as building or copier repairs
- Service stations - gasoline
- Services performed onsite such as window cleaning, drapery installation, shredding
- Software, software agreements, licenses, maintenance
- Travel and Offsite Activities including Airline fares, hotel, rental cars, meals, entertainment, travel agencies (unless travel and accommodations for candidates)