



WELLS TO LIFELONG LEARNING

## Prohibited P -Card Purchases Policy

Effective Date: 1/1/2020

Responsible Office: Business Operations

### Purpose

To outline the items and services that CANNOT be purchased using a University Procurement Card (P-Card).

### Policy

The following is list of goods and services that CANNOT be purchased with a University P-Card. If you require any of the items listed below, please refer to the University Purchasing Policy.

1. Alcoholic beverages (bars, taverns, night clubs, lounges, hotels, restaurants)
2. Amazon Prime/Sam's Club memberships
3. Apple iTunes, printers, and other technology related purchases - must be coordinated with the Information Technology Department (IT)
4. Capital equipment (tangible equipment with a life expectancy of over one year and a value of \$3,000.00 or more.
5. Cash Advances
6. Cash cards, or prepaid cards (credit cards that are used like cash, phone cards)
7. Cylinder gases & liquid nitrogen
8. Deposits, donations and loans
9. Dues, memberships, and certifications over \$3,000
10. Fines, late fees, penalties (including parking tickets)
11. Firearms/weapons/ammunition
12. Furniture - All furniture, large items, and/or equipment that requires a connection to a utility (i.e. electric, water, gas, sewer, air, etc.) must be coordinated with University Facilities
13. Gasoline for personal vehicles (Gasoline for rental vehicles is allowed)
14. Gift cards or certificates - must be processed through Accounts Payable
15. Gifts, prizes, and/or awards to employees in excess of \$50 – please contact Accounting for information regarding taxable income

16. Hazardous and radioactive materials
17. Internet services
18. Laboratory animals or livestock
19. Packaged Stores (beer, wine and liquor) – must be coordinated with University Catering
20. Pharmaceuticals, prescription drugs, or controlled substances
21. Postage stamps - Outbound mail must be processed through the University Mail Room
22. Printing/photocopying/business cards/letterhead - must be coordinated with University Print Center
23. Products or services for personal, private or non-University use
24. Purchases involving trade of Wilkes University property
25. Purchases not authorized by individual cardholder's Approver - see Non-Conforming Charge Policy
26. Purchases previously or simultaneously submitted for employee reimbursement.
27. Reimbursements to University employees or University visitors
28. Rental or lease of space, property, or equipment
29. Services - payment for technical, professional, or other contract services (entertainment, construction, maintenance agreements, honoraria, temporary help, and warranties)
30. Software license agreements - must be coordinated with IT
31. Splitting or stringing of purchases: Where a single purchase is broken into multiple transactions to intentionally circumvent individual P-Card transaction limits
32. Telephone equipment, installation, or services (stationary or mobile/cellular)
33. Tips or gratuity for service at restaurants exceeding 20%
34. Travelers checks, foreign currency, money orders, wire transfers
35. Vehicle repairs under insurance claims