

Excluded Charges

The following list of Excluded Charges indicates items that are **not allowable** for purchase with the Procurement Card.

Department needs for excluded charges should be processed on a requisition or a voucher.

1. Cash Advances.
2. Personal Items or Loans.
3. Gift Cards/gift certificates/awards and prizes.
4. Condolence expenses.
5. Food Items/Alcoholic Beverages (except at Wal-Mart and Hy-Vee; alcoholic beverages still excluded at Wal-Mart and Hy-Vee).
6. Furniture and appliances.
7. Cylinder Gases.
8. Hazardous Materials.
9. Radioactive Materials.
10. Firearms, ammunition, and other explosive materials (including gasoline, kerosene, diesel, natural gas, propane, etc).
11. Construction, renovation, or rehabilitation projects. Also, any project that includes the replacement or new installation of carpeting, blinds, tile, air conditioners, heaters, etc.
12. Repetitive Orders and Split Purchases: Orders for like items in excess of \$3,000 in a 3-month period that would require bid process by Purchasing (except items available via an established contract). Purchases must not be split to circumvent purchasing policies. If the dollar amount of an item(s) exceeds the established card limits, a departmental requisition must be submitted for the purchase. (Registration Fees are the only allowable split purchase. Each registration must be within the Cardholder's transaction limit, with multiple registrations not to exceed the lesser of \$3,000 or the Cardholder's monthly cycle limit.)
13. ITS Approval Required: The policy in place for purchasing all technology items is to fill out a Peripheral Request Form for ITS approval and then submit with a requisition for processing by Purchasing. ITS makes sure the item requested is compatible with our network and with your system. It is best to check with ITS before purchasing any item you think might be considered "technical" and they will let you know whether a form is required or not. Some examples of items requiring ITS approval are internal hardware-memory, wireless card, hard drive, cd/dvd drive and peripherals-monitor, printer, scanner, uninterrupted power source (ups), etc...
14. Equipment Items: Items regarded as equipment (items that are considered a fixed asset; including equipment accessories, computer components/peripherals, etc. that add to the value of an existing fixed asset item). Examples include computers, high-dollar electronics, projectors, desks, etc.
15. Term Contracts: Items or Services on exclusive Term Contracts (i.e. express mail, telephone or cellular phone airtime, scientific supplies).
16. Travel Expenses: Travel expenses (i.e. airfare, rail fare, meals, lodging and related charges). ****NOTE:** Registration fees within Cardholder limits are allowed.

P-Card with Travel Privileges: Cardholders specifically approved to use the p-card for travel expenses are authorized to use the card for Domestic Travel Only according to the guidelines under this section on page 10 of the p-card manual.

17. **All** printed material (apparel, pens, etc.). All printed materials must be approved thru Publications or Public Relations and therefore must be submitted on a Departmental requisition.
18. Individual Memberships: Individual Memberships are allowed only when written approval is obtained from appropriate President's Staff Member.
19. Leases and Rentals: Leases and rentals that require signed agreements and/or extend over a period of time.
20. Maintenance, Warranty, Service, and Licensing Agreements (including multi-user software licenses).
21. Professional Services (i.e. medical services, repairs, etc.) and Royalty payments; these are subject to 1099 reporting.
22. Trade-In Allowances: Purchases involving Trade-In of University Property.
23. Sales Tax: The Cardholder is responsible for insuring that sales tax is not charged at the time of purchase. The University's tax-exempt number is on the front of each card. Some vendor's may request a copy of the tax-exempt form. Please contact Accounts Payable/Purchasing for a copy if needed. If tax is charged, the Cardholder is responsible for contacting the vendor to have the charge refunded.
24. Conflict of Interest Expenses: As with any other purchase made for the University, a Cardholder shall not purchase goods or services from a member of their immediate family or realize personal gain in any form, which would influence improperly the conduct of their University duties. The Cardholder shall inform their supervisors in writing of reasonable foreseen potential conflicts.
25. University Bookstore, Printing Services, Sodexo and Campus Mail Services: Purchase of goods or services available from these entities should be made from University sources whenever feasible. All U.S. mail, including parcel post, certified and registered mail should be sent through Campus Mail Services. If the Procurement Card must be used for mail services, a statement must be submitted with the receipt explaining why another mail service was needed, i.e. required postmark date needed after business hours.
26. Foundation or Agency purchases-except for those individuals with a separate card for Foundation purchases.
27. Unallowable Grant expenses: Cardholder is responsible for verifying that the purchase meets allowable charges of a grant prior to placing an order.
28. Expenses over the Cardholder's approved transaction or cycle limit: The transaction limit is per vendor per day and applies to the total transaction amount (including any shipping charges, fees, etc.).
29. Unapproved purchases: Cardholder is responsible for following proper internal procedures specific to their Department to obtain authorization to make the purchase.
30. Any purchase that exceeds a department budget's available balance: Cardholder is responsible for verifying funds are available prior to placing an order.
31. All Software Purchases.