

## ALLOWABLE P-Card Purchases

- Advertising: retain pre-approvals with receipt
  - All employment ads must be part of the HR approved recruitment plan
  - All other advertising must be reviewed by *Mrkt & Comm Dept.*
- Airfare: TA or written approval from the traveler's approving authority required on file prior to date of purchase.
- Amazon: with registered MTSU business account
- Apparel: Uniform/work apparel for employees. Items will be reported to the Tax Compliance Office for review according to Policy 608-Taxability of Fringe Benefits.
- Computer Software: If cost over \$1000, ITD approval is required with receipt unless purchased from DELL or APPLE thru MTSource.
- Computer Hardware: If cost over \$1000, ITD approval is required with receipt unless purchased from DELL or APPLE thru MTSource.
- Conference Registrations: TA or written approval from the traveler's approving authority required on file prior to date of purchase.
- Food & Drinks, Grocery Items, Snack Items – Approval Required Prior to Purchase
  - Food and drink purchases under \$500 for event and business purposes defined in Policy 661.
  - *Food Purchase Authorization* required 5 days prior to food purchase date.
- Kroger: pickup Kroger Sales Tax Exempt Card at Accounting Services. Also see above Food & Drink requirement.
- IPAD & similar Tablets: ITD will be notified of purchase for equipment inventory.
- Memberships: original and renewals
- Office Furniture: use State Contract Vendors, non-contracted vendors require documentation
- Office Supplies: required vendor – **STAPLES**. Purchases elsewhere require documentation of insufficient stock at Staples or a price comparison of Staples and the non-contracted vendor highlighting the lower price.
- Online Business Training
- Postage
- Printing: all publications will be produced by University Printing Services unless they are unable to produce the job. Purchases off-campus require documentation of Printing Services' review.
- Restaurants & Fast Food Vendors – Approval Required prior to purchase for those events outlined in Policy 661-Food and Beverage
  - Business related event as outlined in Policy 661-Food and Beverage
  - *Food Purchase Authorization* required at least 5 days prior to food purchase.
- Sam's Club: reserve and pickup Sam's Club membership card at Procurement Services. Also see above Food & Drink requirement.
- Subscriptions: original and renewals
- Taxi, Uber, Limo Services – **university guest ONLY**
- Webinars
- Goods, services, supplies costing less than \$4,999.99 that adhere to both MTSU & P-Card purchasing Policies.

**\*Updated 10/18/21 and referenced in POLICY 632**

**\*Not an exhaustive list: Please check University Policies for questions concerning items not listed.**

## UNALLOWABLE P-Card Purchases

- Air Purifiers or other temperature control devices – Submit Facilities Services Work Order for environmental control issues
- Alcohol / Tobacco Products
- Amazon Prime Individual Membership & Personal Credit Cards used with the university Amazon Business Account
- Appliances in break rooms/office suites
- Break room supplies for employees (i.e. plates, cups, coffee filters, coffee)
- Car / Truck rentals: exception- *written pre-approval* from Procurement or P-Card Compliance
- Cash, Store Credits, or Store gift cards issued as refunds by the vendor
- Cell Phones or cell phone accessories.
- Decorations, pictures, accessories, flowers, or plants for personal office space
- Donations or Sponsorships - any form
- Downloaded Content: e-books, music, movie, mobile apps
- Early Bird Airline Check-in or other airline add-on fees
- Food / Snacks / Drinks for employee parties, staff & departmental meetings, training
- Foundation Account Purchases (or purchases to be paid back thru Foundation Monies)
- Fuel / Gas for motor vehicles
- Gift cards, gift certificates, pre-paid cards, or similar products
- Greeting cards, sympathy cards, or occasion flowers for employees
- Hotels, AIRBNB, VRBO, Motels for employee individual travel - includes reservations
- Heaters – space heaters or other temperature control devices – Submit Facilities Services Work Order for environmental control issues.
- Maintenance & Service Agreements that require a signed contract
- Meals or any food purchases during business travel
- Mobile Apps - for iPad, iPhone, and Tablets
- Passports
- Personal guest tickets (i.e. Airlines, entertainment, conference tickets)
- Prescription Drugs / OTC Drugs (Tylenol, Aspirin, cold remedies)
- Priority Airline Seating, or other airline add-on purchases
- Professional Licenses or Professional Dues
- Rentals (employees may not sign any type of contracts or agreements for the university)
- Sales Tax
- Signed contract or agreement. Any purchase that requires the cardholder to sign terms of agreement or a contract for purchase.
- Student scholarship / student aid
- Student Organizations- Departments should not make purchases on behalf of student organizations and expect reimbursement
- A single purchase greater than \$4999.99 or multiple purchases to avoid this limit