



NON-ALLOWABLE PURCHASES ON THE P-CARD

(Purchases \$2,500 and Under)

Alcohol
Car Rentals
Cash Advances
Cell Phones
Computers/Laptops/i-pads/Tablets/Notebooks
Gift Cards/Gift Certificates
Gifts – From State Funds
Hotel/Room Reservations
Pawn Shop Purchases
Personal Use
Plaques – From State Funds
Purchases Over Designated Spending Limits
Purchases With Foundation Funds
Service Awards – From State Funds
Split Transactions
Tobacco Products
Travel – Without Prior Approval from Purchasing/Disbursement Services (Hotels, Motels
Airline, Transportation, Meals, Gas, Internet, Telephone Calls, Parking, Hotel
Reservations)
Trophies – From State Funds
WSSU Xerox Center purchases

NOTE: If the item you need to purchase is not on the allowable/non-allowable lists please contact the P-Card Administrator.