



ALLOWABLE PURCHASES ON THE P-CARD

(Purchases \$4,999.99 and Under)

Advertising – Logo Approval Required From Marketing & Communications Department
Aramark Catering Services
Conference Booth and Space Rental
Certifications
Data Processing Supplies
Educational Supplies
Equipment - **NO computers, laptops, I-pads, tablets, notebooks, cell phones**
Flowers/Arrangements – **No State Funds can be used – Must use discretionary funds**
Food – **Prior approval required from Department Head and Disbursement Services**
Freight/Shipping/Handling
Furniture – **Prior approval required - Contact Purchasing Services for details**
Household Supplies
Institutional Due and Memberships
Lab Supplies
Licenses
Motor Vehicle Supplies
Office Supplies
Periodicals and Subscriptions
Permits
Postage
Printing – Logo Approval Required From Marketing & Communications Department
Promotional Items – Logo Approval Required From Marketing & Communications Department
Rentals – **no car rentals**
Repair Supplies
Services – Provided by an LLC or Inc. Company, does not require an agreement/contract- **NO DJ, Photographer**
Software – Prior Approval Required from IT Department
State Contract Items Purchased From State Contract Vendors
WSSU Bookstore Purchases

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