



## NON-ALLOWABLE PURCHASES ON THE P-CARD

Alcohol  
Car Rentals  
Cash Advances  
Cell Phones  
**Computers/Laptops/I-pads/Tablets/Notebooks**  
Gift Cards/Gift Certificates  
Gifts – From State Funds – Must use discretionary funds  
Hotel/Room Reservations  
Pawn Shop Purchases  
Personal Use  
Plaques – From State Funds – Must use discretionary funds  
Purchases Over Designated Spending Limits  
Purchases With Foundation Funds  
Registration  
Service Awards – From State Funds – Must use discretionary funds  
Services – that requires an agreement-contract (DJ, Photographer)  
Split Transactions  
Tobacco Products  
Travel – All travel related expenses (hotels, motels, airline, registration, transportation, meals, gas, internet, telephone calls, parking, hotel reservations)  
Trophies – From State Funds – Must use discretionary funds  
Webinars  
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.