P Card Services

Purchasing Card Authorized/Allowable Transactions

The following types of transactions are approved P-Card charges when the total amount including freight does not exceed $4,999.99. Transactions that are $5,000 and over require a purchase order and must be entered in Banner as a purchase requisition for buyer review.

**Note:** This document is intended as a guide. You must consult University Spending Policies, Travel Policies, Purchasing Policies, and Bid Guidelines to ensure the proper expenditure of funds.

- **Advertisements** - Employment ads, display ads, legal ads, etc. to be placed in Journals, Periodicals, and Newspapers
- **Air Fare** - for individuals for business related travel with department approval
- **Aircraft Parts** - for in-house repairs
- **Animal Resources** - Animals for labs or research and supply items
- **Appliances** - when used for research or conference situations
- **Books** - that will become the property of the University (must have identifying list) or books ordered for students paid with registration fees
- **Car Rentals** - Upon Approval
- **Catering** - Agreements/Contracts must be reviewed
- **Coffee Pots, Refrigerators, Microwaves** - needed for research or conference situations only. Appropriate documentation is required
- **Conference Registration Fees** - Fees required for University employees to register for conferences
- **Controlled Substances or Chemicals** - with all appropriate approvals and documentation
- **Copying/Duplicating** - requirements provided off-campus
- **Floral arrangements** - for approved events such as Graduation, Honors Day.
- **Food** - Bulk food items for preparation typically purchased at grocery stores for business related meetings, or Doster Café and Brewer Porch
- **Internet Purchases** - for allowable items
- **Lab Supplies**
- **Landscaping Supplies** - Trees, shrubs, flowers, and small tools for Facilities
- **Laundry & Cleaning**
- **Leases/Rentals** - Equipment, A/V Equipment, Booth Rentals w/ Appropriate Approvals
- **Lodging/Hotels** - for out-of-state travel for UA employees. Does NOT include incidentals such as meals, room service, etc. NOTE: In-State for travel for UA employees is governed by state of Alabama per diem rates and CANNOT be charged to Pcards
- **Lodging for Speakers, Guests, Lecturers**
- **Mailing Services**
- **Medical Supplies**
- **Membership Fees** - contact the Purchasing Card Coordinator at 8-0350 for a temporary single limit increase when the transaction is $2,000 or more
- **Mini Blinds** - from current contract vendor
- **Pagers**
- **Parking Services** - Restrictions Apply, see Travel Policies
- **Office Supplies** - Must be purchased from the current contract vendor
- **Parts for In-House Repairs**
- **Photographic Film and Slide Processing**
- **Postage and Shipping Expenses** - USPS, FedEx, UPS, etc. - **UPS** is UA's contract vendor
- **Printer Cartridges** - Must be purchased from current contract vendor
- **Printing** - All orders for stationery, envelopes, and business cards must be directed to University Printing Services to comply with University graphic standards
- **Promotional Items** - tee shirts, pins, pencils, mugs, buttons, etc. less than $2,000. ALL promotional items must have UA logo to be allowable
- **Propane Gas** - NOT motor fuel
- **Radioactive Materials** - with all appropriate approvals and documentation
- **Repairs**
- **Restaurants** - Including fast food vendors for deliveries to campus for business meetings and other allowable events. Additionally, meals served at restaurants for guests, recruits, etc. are allowable transactions on the Pcard (consult Spending Policies). This does NOT include meals while on travel status.
- **Shuttle Service** - Restrictions Apply, see Travel Policies
- **Software Off the shelf** - software requiring a signed license agreement must be entered on a Banner Requisition and the license agreement submitted with the requisition number cited.
- **Specialty Gases in Cylinders** - must be purchased from current contract vendor
- **Subscriptions** - Journals, Periodicals, and Book Renewals
- **Taxi Service** - Restrictions Apply, see Travel Policies
- **Website Domain Registration Fees**