P Card Services

Unauthorized/ Prohibited Transactions

- Agreements or Contracts - that must be signed by the University
- Alabama State Sales Tax
- Alcoholic Beverages - "Set Ups", Bartender, Corkage Fee, etc.
- Appliances - microwaves, toasters, refrigerators, coffee makers, etc. for personal use.
- Bars, Cocktail Lounges, Discotheques, etc.
- Bus Charters
- Car Rentals - without Proper Justification/Business Purpose
- Cash Advances & Cash Refunds
- Cellular Phones & Service
- Coffee, cream, sugar, soft drinks, cups, napkins, etc. - when intended predominately for consumption by University employees, unless otherwise covered by entertainment guidelines
- Computers NOT available on UA contract
- Consulting or Contract Employee Services
- Construction or Remodeling
- Contributions / Donations
- Decorations and Party Supplies
- eBay purchases
- Entertainment and Related Expenses - related to an employee's retirement reception, gift, etc. are NOT allowable.
- Finance Charges
- Gasoline (motor fuel)
- Gifts and Prizes, Gift Certificates or Gift Cards - or other taxable expenses when not justified as benefiting the University
- Golf Carts - or similar slow moving vehicles
- Greeting / Holiday Cards
- In-State Lodging - Not permitted on the Pcard for UA employees, because It is governed by state of Alabama per diem rates. UA students are excluded from this policy.
- Insurance
- Items for non-University purposes
- Leases / Rentals - of Land & Property
- Legal Services
- Mailing Services
- Maintenance or Service Agreements – Must be submitted to Purchasing on a Banner Requisition. Agreement must be submitted for review and signature.
- Meals for University Travel
- Medical Service
- Money Orders
- Moving Expenses
- Party / Holiday Decorations and Supplies
- Pagers
- Parking Services
- Personal Expenses / Purchases
- Pre-Paid Cards – Gift Cards, Telephone Cards, etc.
- **Software License Agreements** requiring a UA signature
- **Space Heaters** except those preapproved. Contact the Energy Engineer at Ext. 8-8274.
- **Split Purchases** to avoid the single transaction limit **unless the items are available on University contracts**. A "split purchase" includes any action taken to "work around" or "bypass" the single transaction limits set on P-Cards. Splitting of purchases will not be tolerated, and may result in revocation of your card.
- **Telephone & Equipment Services**
- **Temporary Labor Services**
- **Visas for International Travel**