

Unallowable P-Card Expenses

- Personal purchases
- Parking and travel expenses (Conference registration is the only allowable travel expense on a P-card. No shuttle, gasoline, vehicle expenses, parking, tolls, or rental cars allowed.)
- Split purchases (in order to circumvent the under-\$3,000 threshold)
- Alcohol
- Cash or cash-type transactions (no refunds of sales tax by cash, etc.)
- DEA licensed substances, medical drugs or narcotics
- Radioactive materials and restricted chemicals
- Furniture
- Gift cards
- Sam's Club or stores where signing a contract is required
- Lease agreements
- Guns and ammunition
- Online auction transactions
- Airfare (Travel card should be used instead)
- Printing services (with the exception of Copy Rite on campus, a waiver must be obtained if non-CSU vendors are used)
- Cell phones, pre-paid phones, phone cards