



Purchasing Card Examples of Allowable/Non-Allowable Charges

Allowable	Not Allowable
Office supplies	Employee travel expenses (lodging, transportation, student travel, study abroad)
Local conference registration fees, virtual conferences, webinars (not including food or travel)	Conference registration fees including food or travel
Express delivery/shipping	Postage (stamps)
Membership dues in compliance with University policy	Sporting and entertainment business meals or events
Professional subscriptions in compliance with University policy	Gift cards, cash advances, gifts, incentives
Books for instruction	Promotional supplies
Cellular and wireless phones and devices in compliance with University policy (written justification from department head/dean/chair required)	Breakroom Supplies - Microwaves, Refrigerators, Utensils, Food containers.
Utilities	Food, items for personal consumption, and personal purchases of any kind
Repairs and maintenance supplies (Ace, Lowe's, Home Depot)	Automatic recurring payments - P-Cards should not be stored on merchant sites
Verbal and internet ordering methods	Split purchases – cumulative total exceeds the single transaction limit of \$4,999.99
Lab supplies	Greeting cards, stationary, decorations
Statewide term contract vendors, locally owned businesses, women owned businesses, small minority businesses	Gasoline, petroleum
	Interdepartmental purchases

Helpful Reminders:

- Credits must be returned to cards (cash is unacceptable).
- Purchasing Cards will only be issued to individuals, in the individual's name, (there are no departmental cards).
- Only one Purchasing Card may be issued to an individual.
- Purchasing Cards are not transferable between individuals.
- Cardholder must be a full-time employee of the University of South Carolina.
- Training session, exam, and cardholder agreement are required.