

PCard Non-allowable Purchases

Material/Supplies/Commodity

- **NO PERSONAL PURCHASES**
- Catering Services*
- Service/Maintenance contracts
- Tuition Payments
- Consulting Fees/Services
- Services from Unincorporated Vendors (individuals)
- Cash Advances
- PayPal Transactions
- Personal/Unapproved/Unofficial Purchases
- Commitments for greater than one fiscal year
- Commitments that span fiscal years
- Transactions that Exceed or Circumvent Spending Limits
- Gasoline (other than rental car)
- Furniture
- Gift cards/gift certificates
- Controlled Substances
- Charitable contributions
- Insurance
- Cash or Cash Advances
- Moving Expenses
- Managed Print Services
- Branding/Marketing items/service
- IT equipment/software
- Rentals
- Split Transactions
- Transactions greater than \$4999
- Radioactive materials or gases

*Reference: [Dining Policy](#)

- Alcohol/Tobacco
- Legal Fees/Services
- Medical Fees/Services
- Travel (including Hotel and registration)-Please refer to the travel guidelines**

Updated 3/6/24

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Please contact the Procurement Card Program Administrator if there are any questions or concerns.

Please contact the Budget Office with questions or concerns about funding codes and spending guidelines.

****Please contact the Travel Office for travel-related questions.**

