

USAO Pcard Guide

All purchases should be retained by the University, used for business purposes only, not require a contract and not be in excess of \$5,000.

Expense Type	Allowable?	GL Code	Clarification
Advertising/Job Posting	No		These expenses should be coordinated through Human Resources.
Alcohol	No		
Ammunition	No		
Appliances	Yes	541110	Examples include refrigerators, microwaves, coffeemakers, dishwashers, etc.
Awards	No		Items not retained by the University are not allowable on the Pcard. Examples include but are not limited to certificates, medals, trophies, etc.
Books	Yes	542120	Examples include books, journals, magazines, etc.
Bottled Water/Beverages	Yes	536110	Examples include large jugs of water for beverage units and individual sized bottles of water or other non-alcoholic beverages.
Bottled Water Service/Water Machine Rental	No		
Cash	No		Examples include but are not limited to money orders, wire transfers, traveler's checks, ATM withdrawals, etc.
Cellular/Smart Phone Service	Yes	531130	
Cellular/Smart Phones	Yes	541110	Does not include disposable phones.
Certification/Accreditation	No		
Classroom Materials/Educational Supplies	Yes	536190	Examples include bulletin board supplies, crayons, chalk, stickers, etc.
Cloud/Data Storage	No		All information system resources receiving, storing and/or transmitting University data must have an exception granted by the Business Office prior to purchase. Submit requests to Pcard@usao.edu .
Coffee Service/Coffee Machine Rental	No		
Coffee/Coffee Supplies	Yes	536110	Coffee should be used only for visitors and available in a public area. Examples include coffee, K-cups, coffee filters, creamer, sugar, tea, cocoa, stirrers, etc.
Computer Parts/Technology Supplies	Yes	536130	Examples include cords, cables, calculators, surge protectors, etc.
Conference Registrations	Yes	522150	
Construction/Renovation	No		
Contracts/Agreements	No		Any purchase involving a signed contract, agreement, or terms/conditions must be processed through the Business Office.
Copies/Prints	Yes	534160	Except for USAO's print shop.
Décor	Yes	536130	Examples include baskets, frames, clocks, pictures, pots, mirrors, etc.
Desktop Computers/Laptop Computers	No		Please coordinate with IT.

USAO Pcard Guide

All purchases should be retained by the University, used for business purposes only, not require a contract and not be in excess of \$5,000.

Expense Type	Allowable?	GL Code	Clarification
Domain Names	No		All information system resources receiving, storing and/or transmitting University data must have an exception granted by the Business Office prior to purchase. Submit requests to Pcard@usao.edu .
Electronic/Digital/Online Materials	Yes	536150	Not allowable when downloaded on a personal device. Examples include electronic books, apps, images, etc.
Electronics	Yes	541110	Examples include televisions, DVD players, weather radios, etc.
Employee Testing/Exams	Yes	536230	Examples include proficiency tests, board exams, licensing exams, etc.
Employee Training	Yes	531170	Examples include training on Microsoft Office, 3D printers, medical techniques, etc.
Entertainment/Events/Activities	No		
Equipment/Equipment Parts	Yes	541250	Examples include laboratory equipment, research equipment, video conferencing equipment, etc.
Event Supplies	Yes	531190	Examples include banners, table linens, centerpieces, etc.
Fees	Yes	531600	Examples include fees for applications, abstracts, copyrights, mailing lists, vital records, etc.
Firearms	No		
Food (On Campus)	Yes	536170	Purchases of food on or around campus should be business-related.
Foreign Vendors	No		Payments to foreign vendors (including purchases shipped and/or billed from a foreign country) are not allowable without prior approval.
Freight/Shipping/Handling	Yes	531110	
Fuel	No		
Furniture	Yes	541110	Furniture should not exceed \$2,499.99 per individual item.
Gift Cards/Gift Certificates	No		
Gifts	No		
Greeting/Seasonal Cards	Yes	536140	Cards should be purchased for business purposes only and should not be personal in nature.
Insurance	No		
Labor/Maintenance/Repair	No		
Laboratory Supplies	Yes	537210	Examples include chemicals, gases, beakers, pipettes, etc.
Late Fees	No		
Laundry Services	No		

USAO Pcard Guide

All purchases should be retained by the University, used for business purposes only, not require a contract and not be in excess of \$5,000.

Expense Type	Allowable?	GL Code	Clarification
Leases	No		
Licenses	No		
Lodging	Yes	521150 or 521260	In-state lodging should use 521150, out-of-state lodging use 521260.
Memberships	Yes		
Notary/ Notary Renewal	Yes	531250	Examples include payments for the first notary, subsequent renewals, notary stamps or seals.
Office Supplies	Yes	536140	Examples include pens, paper, nameplates, staples, etc.
Personal Expenses	No		
Personal Safety Supplies	Yes	535180	Examples include hard hats, harnesses, safety vests, respirators, etc.
Phone/Data/ Internet Services	Yes	531130	Examples include cellular service, pager service, land-line phone service, data/internet access, etc.
Photos/Videos	Yes	531420	Examples include physical photos, DVDs, CDs, etc.
Photography/ Videography	No		
Food (Travel)	Yes	521120 or 521230	Only when off-campus and travelling for a business-related event. Use 521120 for in-state meals, and 521230 when out-of-state.
Pike Pass	No		
Postage Stamps	No		
Prepayment	No		
Printers	No		Please coordinate with IT.
Publication Fee	Yes	531170	Payments for fees associated with publication such as article processing, manuscript costs, journal submissions, copyright, page charges and abstract.
Radioactive Materials	No		
Recruitment/ Promotional Items	No		
Rent/Lease Equipment	No		
Resale Items/ Merchandise	No		
Royalties	No		
Services	No		
Shop Supplies	Yes	535210	Examples include hardware, tools, etc.

USAO Pcard Guide

All purchases should be retained by the University, used for business purposes only, not require a contract and not be in excess of \$5,000.

Fuel	No		Please use University-issued Enterprise WEX cards.
------	----	--	--

<u>Expense Type</u>	<u>Allowable?</u>	<u>GL Code</u>	<u>Clarification</u>
Software/Software Renewals/Software Maintenance	No		All information system resources receiving, storing and/or transmitting University data must have an exception granted by the Business Office prior to purchase. Submit requests to Pcard@usao.edu .
Subscriptions	Yes	531260	Allowable when mailed to a University address. Online subscriptions must be transferable to another employee or for multiple users.
Tobacco	No		
Tuition	No		
Uniforms/Clothing/Apparel	Yes	535120	Examples include uniforms, lab coats, etc.
Utilities	No		
Housekeeping Supplies	Yes	533180	Only to be used by the Physical Plant Department.
Warranties	No		
Webinars	Yes		