### Allowable Purchases Using a PCard (DO's)

- Books
- Conference registration fees
  - If conference held in the US
  - No membership fee or lodging expenses can be included
  - Meals not allowed unless included in registration fee
- Contract items: check procurement website for state contracts
  - Use BuzzMart if available
  - Example: Fisher, VWR (biological and laboratory equipment)
  - Example: Dell, Apple (PCs/Computers)
  - Example: Dell (IT software)
  - Example: 3Com, Cisco (Networking equipment)
- Equipment maintenance
- Equipment rental
  - Exception: Vehicle rentals for student groups which must be from a mandatory statewide contract unless approved through the waiver from the statewide contract process
- Food/catering
  - Compliant with BFM 5.2.1.9 Food/Group Meals Policy
  - Freight/shipping charges
  - Gases/gas cylinders
  - Lab/research supplies
- Motor vehicle repairs and maintenance (state vehicles only)
  - All costs must be reported with DOAS fleet management regulations - use Maximo System
- Non-inventory equipment
  - Single units $3,000 or more including freight
- Office supplies
  - Office furniture/files
- Office furniture/files
  - Statewide contract - use BuzzMart if available
- Printers
  - Statewide contract - use BuzzMart if available
- Printing
- Professional certifications/licenses
- Professional memberships
- Software which includes data plans, software, or apps for state issued devices such as smart phones, tablets, and laptop computers
- Study Abroad Program Expenses (BOR BPM section 21.4)
- Subscriptions
- Telecommunications
  - Cell phones - see OIT website for forms
  - Internet Expense - see OIT website for forms
- Temporary employment agencies
- Utilities - electricity, gas, water

### Unallowable Purchases Using a PCard (DON'TS)

- Agency fund expenditures
  - Exception: Study Abroad Program expenses
- Alcoholic beverages or tobacco products
- Breakroom supplies/appliances for employee use
- Cash advances, cash refunds, or "store credit"
- Employees and prospective employees travel related expenses
  - Includes lodging, meals, and transportation
- Entertainment expenses
- Fines, late fees, penalties (including parking tickets)
- Firearms or explosives
- Flowers/florist purchases
- Food/catering
  - Non-compliant with BFM 5.2.1.9 Food/Group Meals Policy
- Fuel/gasoline for motor vehicles
- Personal purchases which includes data plans, software, or apps for non-state issued smart phones, tablets, or laptop computers
  - Includes Certified Public Accountants, architecture, dentistry, medicine and surgery, law, psychology, optometry (see O.C.G.A 17-7-2)
- Professional Services
- Purchases from units of the Institute
- Sales tax from vendors within the State of Georgia
- Service/recognition awards
- Split purchases to circumvent transaction limits
- Travel related expenses for guests performing a service for Georgia Tech
  - Includes lodging, meals, and transportation