## GEORGIA STATE UNIVERSITY P-CARD “QUICK” REFERENCE SHEET*

*Please note this is not an all-inclusive list. If you have questions, please contact the Purchasing Department.

**Allowable Purchases (Things I CAN buy with a P-Card)**

- Advertising for employee recruitment announcements
- Appliances for Laboratory Use
- Auto body repairs for official GSU vehicles
- Books for research or departmental use (exception: books purchased on a library account)
- Equipment Rental of less than 90 days (does not include vehicle rental)
- Food (For catering See Section 5.1 of P-Card Manual)
- Food provided for consumption at events or services provided to the general public, for student activities, state benefit recipients, and/or state program participants (other than state employees), and other non-employee meal related use.
- Lab/Research Supplies (DOES NOT include radioactive materials)
- Live Animals/Specimens
- Memberships
  - Provided the memberships are work related
  - Provided memberships are transferrable once the employee leaves the University
  - Memberships cannot be set up for automatic renewal
- Non-Inventoried Equipment
- Office Filing Cabinets (Mandatory: metal cabinets MUST be ordered from Georgia Correctional Industries)
- Office Furnishing
- Office Supplies (Recommended: For efficiency and cost-effectiveness, a P-Card should be used for office supply orders) The statewide contract for office supplies must be used
- Postage for mailing of items related to official University business
- Printing
- Professional services including the profession of:
  - Certified public accountant, architecture, chiropractic, dentistry, professional engineering, land surveying, law, psychology, medicine and surgery, optometry, osteopathy, podiatry, veterinary medicine, registered professional nursing, or harbor piloting. [As defined by O.C.G.A. 14-7-2]
- Registration Fees including:
  - Conferences, Workshops, Seminars, Conventions
  - Food is prohibited UNLESS included as part of the registration fee
  - Employees cannot request reimbursement for meals paid with conference registration fees
- Repairs/Maintenance/Service Agreements (provided no contract is required to be signed)
- Software Teaching Supplies and Materials (provided no license/user agreement is required to be signed)
- Statewide Contract releases NOT to exceed the single transaction limit
  - See list of items on statewide contract: [http://ssl.doas.state.ga.us/PRSapp/PR_StateWide_contract_menu.jsp](http://ssl.doas.state.ga.us/PRSapp/PR_StateWide_contract_menu.jsp)
- Study Abroad Program expenses (See Section 5.2 of P-Card Manual)
- Student Travel (See Section 5.3 of P-Card Manual)
- Subscriptions
- Vehicle Rentals for official state business

**Prohibited Purchases (Things I CANNOT buy with a P-Card)**

- Agency Accounts, except Study Abroad program expenses
- Alcoholic Beverages and Tobacco
- Automatic renewals: including annual renewals of journals/professional association dues
- Break room supplies/appliances for employee use
- Asbestos Removal
- Carpet or the Installation of Carpet
- Cash Advances, Cash Refunds, or “Store Credits” held on account with the vendor
- Chemicals: Hazardous Chemicals, Radioactive Isotopes, Laboratory Chemicals
- Construction, Infrastructure Repairs or Renovation (NO Labor charges are allowed)
- Entertainment
- Firearms or Explosives
- Flowers and/or Gifts
- Food/Catering (except as authorized under Section 5.1 of the P-Card Manual – Allowable Purchases)
- Foundation funds – P-Cards may not be used to purchase items which should be paid directly from affiliated foundations
- Fuel and maintenance of state-owned or rental vehicles
- Gift cards, gift certificates, or other equivalent forms of cash
- Installment Purchases
- Intr-university Charges
  - For example: Rialto Center, Printing and Copying Center, Food Services
- Inventory items defined as:
  - Single items of equipment or furniture that cost $3000.00 or greater
  - Stockroom/supply room items which are used for resale or redistribution
- Leases
- Maintenance/Service Agreements (that require a signed contract)
- Meals, Lodging and Transportation for Employees and Prospective Employees or a non-GSU employee such as a guest speaker (includes shuttle service, limo, metro cards, and hotel reservations).
- Parking
- Personal purchases (even if you intend to reimburse GSU)
- Rentals Exceeding 90 Days
- Sales tax from vendors within the State of Georgia using institutional funds (some exceptions apply to a few GSU locations outside the state of Georgia)
- Split Orders/Transactions (including items on statewide or agency contracts)
- Statewide contract items purchased from other than the statewide contract vendor(s)
- Trade-Ins

Please refer to the Georgia State University P-Card Manual for more information related to each area listed above: [http://www2.gsu.edu/~wwwpch/pcardmanual.pdf](http://www2.gsu.edu/~wwwpch/pcardmanual.pdf)