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| **PCard Unallowable Expenses**  |
| **Material/Supplies/Commodity*** 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 $2,500
* Radioactive materials or gases

\*Reference: [Dining Policy](https://www.uncp.edu/resources/finance-and-administration/policies-and-procedures/business-services/request-dining) Updated 09/25/2019 | * Alcohol/Tobacco
* Legal Fees/Services
* Medical Fees/Services
* Travel (including Hotel and registration)-Please refer to the travel guidelines\*\*

 \*\*Travel requests should be Directed to the [Travel office](http://www.uncp.edu/about-uncp/administration/departments/controller/travel) or travel@uncp.edu  |

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

Please contact the Budget Office for questions or concerns about fund codes and spending guidelines.