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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](mailto: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.