P-Card Allowable Purchases

The following purchases are allowable with the Procurement Card:

- **Admission or entry fees for academic student trips** – (social functions prohibited)
- **Advertisements**
  - **Job Ads** – (Departments are responsible for ensuring HR guidelines are followed, and copy of the ad must be upload to the transaction)
  - **Social Media Ads** – (Requires prior UC approval and copy of the ad must be upload to the transaction)
- **Apparel and Uniforms that will remain the property of USM** (Must have prior approval from P-Card Admin. (See Section – [12.3 Apparel Purchases](#))
- **Auto Rentals** – (state contract vendors only)
- **Commodities**
- **Conference/Registration Fees** – (For domestic travel only with Permission to Travel)
- **Equipment** – Qualifying Items that Total $999.99 or less (See [Figure PC-8 – Equipment Items and Exceptions](#))
- **Equipment Rental**
- **Exhibition Booth Rental**
- **Floral Arrangements for Official University Functions Only** – (i.e., Commencement)
- **Food/Snacks** – (Must have prior approval from P-Card Admin).
- **Framing Services for Official University Purpose Only** – (Must include description of item being framed)
- **Memberships Dues** – (University and Department only)
- **Photographic Film and Slide Processing**
- **Postage and Shipping Expenses** – (USPS, FedEx, UPS, etc.)
- **Prizes / Gifts / Awards / Plaques, or other taxable expenses that benefit the University** – (Must comply with non-monetary award guidelines.)
- **Promotional Items with printing** – (i.e., Pens, USB thumb drives, cups; must include written UC approval and copy of the approved artwork)
- **Rental Equipment**
- **Reprints (journals)**
- **Services**
- **Software** – provided you are not signing a Licensing Agreement
- **Space Rental at Conferences/Conventions**
- **Student Events** – (Such as Orientations, Receptions, Residence Hall programs, Recruitment, and Homecoming with supporting documentation – refer to University Expenditure Guidelines)
- **Subscriptions/Publications** – (University and Department only)