P-Card Prohibited Purchases

The following purchases are prohibited with the Procurement Card:

- Ammunition, Firearms
- Alumni Gifts
- Amazon Prime Accounts – (Free 2-day shipping provided on order over $49 with business account)
- Apparel that will not remain the property of USM (Must be purchased with Grant or Student/Participation Fees and prior approval from P-Card Admin required)
- Cash Advances
- Catering – (Prior approval required from Aramark and P-Card Admin)
- Cellular Phones and Service
- Coffee, Cream, Sugar, Soft Drinks, Cups, Napkins, etc. – (When intended predominantly for consumption by University employees)
- Conference Registration – (For foreign travel only)
- Contracts/Consulting for Professional Services
- Donations/Contributions/Sponsorships
- Entertainment or Related Expenses – (Related to receptions, retirements, department Christmas parties, and the like are NOT allowable)
- Equipment Purchases not on the Equipment Exception Listing – (See Figure PC-8 – Equipment Items and Exceptions)
- Gasoline
- Gift Cards
- Greeting, Holiday, Thank You Cards
- Items for non-University Purposes
- Items on backorder
- Leases
- Legal Services
- Maintenance or Service Agreements
- Meals for University Travel
- Money Orders
- Party Supplies / Holiday Decorations and Supplies
- Personal Expense / Purchases including, but not limited to:
  - Apparel (T-shirts, stoles, robes, etc.)
  - Appliances
  - Awards
  - Commodities
  - Floral Arrangements
  - Framing Services
  - Laundry and Cleaning
  - Memberships
  - Subscriptions
- Pre-paid Services
- Printing – (Requires prior UC / Copy Center approval)
- Prizes / Gifts / Awards / Plaques, or other taxable expenses when not justified as benefiting the University. (Must comply with non-monetary award guidelines.)
- Purchases over $5,000 without prior Procurement & Contract Services’ approval
- Radioactive, explosive or other hazardous material
- Sales Tax
- Sam’s Club Memberships
- Snacks – (Must be for official USM business purpose and requires pre-approval from P-Card Admin)
- Social Team Building Expenses – Dinners, Lunches, Trampoline Parks, Zoo, Laser Tag, etc. (Personal or foundation funds should be used)
- Splitting transactions to bypass the bid process, state contracts or credit limits
- Travel related expenses – (Except auto rentals through state contract vendor and conference/registration fees)