

Wilkes University

Prohibited P-Card Purchases Policy

Effective Date: 06/01/2025

Responsible Office: Business Operations

Purpose

To outline the items and services that CANNOT be purchased using a University Procurement Card (P-Card).

Policy

The following is list of goods and services that CANNOT be purchased with a University P-Card. If you require any of the items listed below, please refer to the University Purchasing Policy and contact Business Operations.

1. AirBnB, VRBO, FlipKey, Vacasa, etc. – *any “home” rentals should be processed via purchase order. Contact Business Ops for details.*
2. Alcoholic beverages (bars, taverns, night clubs, lounges, hotels, restaurants)
3. Capital equipment (tangible equipment with a life expectancy of over one year and a value of \$3,000.00 or more) - *must be on purchase order*
4. Cash advances, cash cards, or prepaid cards
5. Computers, printers, and other technology related purchases - *must be coordinated with the Information Technology Department (IT)*
6. Deposits, donations and loans – *must be processed on purchase order*
7. Digital Payment Apps: i.e., PayPal, Venmo, CashApp, Skrill, ApplePay, etc.
8. Dues, memberships, and certifications over \$3,000
9. Fines, late fees, penalties (including parking tickets)
10. Firearms/weapons/ammunition
11. Furniture - *All furniture, large items, and/or equipment that requires a connection to a utility (i.e. electric, water, gas, sewer, air, etc.) must be coordinated with University Facilities*
12. Gasoline for personal vehicles
13. Gift cards or certificates - *must be processed through Accounts Payable*
14. Gifts, prizes, and/or awards to employees in excess of \$50 – *please contact Accounting for information regarding taxable income*
15. Hazardous and radioactive materials, cylinder gases & liquid nitrogen

16. Internet services
17. Laboratory animals or livestock
18. Packaged Stores (beer, wine and liquor) – *must be coordinated with University Catering*
19. Personal memberships: i.e., Amazon Prime, Sam's Club, iTunes
20. Pharmaceuticals, prescription drugs, or controlled substances
21. Postage stamps - *Outbound mail must be processed through the University's Print & Mail Services*
22. Printing/photocopying/business cards/letterhead - *must be coordinated with Print & Mail Services*
23. Products or services for personal, private or non-University use
24. Purchases involving trade of Wilkes University property
25. Purchases not authorized by individual cardholder's Approver - see Non-Conforming Charge Policy
26. Purchases previously or simultaneously submitted for employee reimbursement.
27. Reimbursements to University employees or University visitors
28. Rental or lease of space, property, or equipment
29. Services - payment for technical, professional, or other contract services (entertainment, construction, maintenance agreements, honoraria, temporary help, and warranties)
30. Software/SAAS license agreements - *must be coordinated with IT*
31. Splitting or stringing of purchases: Where a single purchase is broken into multiple transactions to intentionally circumvent individual P-Card transaction limits
32. Telephone equipment, installation, or services (stationary or mobile/cellular)
33. Tips or gratuity for service at restaurants exceeding 20%
34. Travelers checks, foreign currency, money orders, wire transfers
35. Vehicle repairs under insurance claims