

Appendix A

The following is a list of items that **CANNOT** be purchased on the P-Card. This list is not all-inclusive; if there are any questions about whether or not the P-Card can be used for a purchase, please contact the P-Card staff at pcard@columbia.edu or contact the Finance Service Center at 212-854-2122.

- Personal items
- Items requiring governmental licenses or permissions or that are controlled under U.S. export controls
- Split transactions*
- Alcohol (beverage or otherwise)
- Travel (airline, car rental, lodging, taxi, car services, shuttle buses, etc.)
- Entertainment (movie tickets, sporting event tickets, etc.)
- MetroCards, purchased for any reason
- Food eaten off-campus for any reason (meals, receptions, etc.)
- Food purchased for on-campus meetings where the P-Card was not approved for this type of use (see Cardholder Procedures section IV.D.)
- Flowers, greeting cards, candy, fruit baskets
- Purchases from Edible Arrangements
- Gifts of any kind
- Gift cards and gift certificates of any kind for any reason
- Promotional items with University Logo or trademark or any branded product
- Fines of any kind
- Purchases using personal PayPal accounts
- Maintenance and Service agreements
- On-site Equipment repairs
- Cash advances, cash back on purchases, cash refunds on returns
- Controlled substances
- Live animals
- Radioactive materials and specialty gases
- Contracted services from an individual or 1099 vendors
- Honorariums
- Printing Services (i.e., business cards, brochures, photocopying, etc.)
- Furniture
- Fuel
- Leases /Rentals
- Insurance
- Employee relocation and relocation related expenses
- Moving services
- Catering
- Parking
- Charitable Contributions
- Fees for Foreign Nationals of any kind (Visa's etc.)
- Online auctions (i.e. EBAY)

* Cardholders are not permitted to divide a purchase into multiple transactions to avoid their single transaction limit. An example of a split transaction would be the following scenario: Total purchase is \$3000 and the Cardholder has a single transaction limit of \$2500. The Cardholder has the vendor split the order into amounts of \$1000, \$1000 and \$1000 so the original transaction is not declined.