

## GEORGIA TECH PCARD QUICK REFERENCE GUIDE

### Allowable Purchases Using a PCard (DO's)



- Books
- Conference registration fees
  - If conference held in the US
  - No membership fee or lodging expenses can be included
  - Meals not allowed **unless** included in registration fee
- Contract items- check procurement website for state contracts
  - Use BuzzMart if available
  - Example: Fisher, VWR (biological and laboratory equipment)
  - Example: Dell, Apple (PC's/Computers)
  - Example: Dell (IT software)
  - Example: 3Com, Cisco (Networking equipment)
- Equipment maintenance
- Equipment rental
  - Exception: Vehicle rentals for student groups only
- Food/catering
  - Compliant with BFM 5.2.1.9 Food/Group Meals Policy
- Freight/shipping charges
- Gases/gas cylinders
- Lab/research supplies
- Motor vehicle repairs and maintenance (state vehicles only)
  - All costs must be reported with DOAS fleet management regulations - use Maximo System
- Non-inventory equipment
  - Single units under \$3,000 including freight
- Office furniture/files
- Office supplies
  - Statewide contract - use BuzzMart if available)
- Printers
  - Statewide contract - use BuzzMart if available)
- Printing
- Professional certifications/licenses
- Professional memberships
- Study Abroad Program Expenses (BOR BPM section 21.4)
- Subscriptions
- Telecommunications
  - Cell phones - see OIT website for forms
  - Internet Expense - see OIT website for forms
- Temporary employment agencies
- Utilities - electricity, gas, water

### Unallowable Purchases Using a PCard (DON'TS)



- Agency fund expenditures
  - Exception: Study Abroad Program expenses
- **Alcoholic beverages** or tobacco products
- Breakroom supplies/appliances for **employee use**
- Cash advances, cash refunds, or "store credit"
- Employees and prospective employees travel related expenses
  - Includes lodging, meals, and transportation
- Entertainment expenses
- Fines, late fees, penalties (including parking tickets)
- Firearms or explosives
- Flowers/florist purchases
  - See GT Foundation Flower Fund (Section 6.2)
  - Examples: Birthdays, funerals, births
- Food/catering
  - Non-compliant with BFM 5.2.1.9 Food/Group Meals Policy
- Fuel/gasoline for motor vehicles
- Funding of the BuzzCard
- Gift cards, stored value cards, prepaid cards, calling cards, gift certificates
- Honorarium/speaking Fees
- Inventory equipment
  - Single units \$3,000 or more including freight
- **Personal purchases**
- Professional Services
  - Includes Certified Public Accountants, architecture, dentistry, medicine and surgery, law, psychology, optometry (see O.C.G.A 17-7-2)
- Purchases from units of the Institute
- Sales tax from vendors within the State of Georgia
- Service/recognition awards
- Shuttles, limo services, and metro cards
  - Exception: Study Abroad Program expenses
- Split purchases to circumvent transaction limits
- Travel related expenses for guests performing a service for Georgia Tech
  - Includes lodging, meals, and transportation