

**University of Nebraska - Lincoln**  
**Allowable and Prohibited P-Card Purchases**

*The following list is not all-inclusive. Please contact the P-Card team with questions.*

Allowable

Advertising services  
Athletic supplies  
Cleaning supplies  
Computer supplies  
Conference registration fees & conference meals paid together  
Consulting services  
Distilled water  
Domain fees for websites  
Dry cleaning for non-personal items (e.g., uniforms, lab coats)  
Dry ice  
EBay for allowable items  
Extended warranties covering repairs and maintenance on minor equipment  
Fees for re-certification or classes to enhance job-related skills  
First aid kits  
Flowers for public/student-related events not ultimately donated/gifted  
Food for artist & stage supplies (i.e., artist hospitality, stage props, etc.)  
Food for camps (i.e., 4-H, summer, etc.)  
Food for Childcare Center supplies (i.e., activity supplies, snacks, etc.)  
Food for medical & clinical use  
Food for public & health safety (i.e., lack of public water, bio-secure environments, etc.)  
Food for resale (i.e., concessions, gift shop, vending, Union, Dairy Store, Museum, etc.)  
Food for research & lab purposes (i.e., supplies, diagnostic testing, etc.)  
Food for student functions (i.e., events, programs, recruitment, etc.)  
Food for teaching & classroom purposes (i.e., educational, instruction, demonstration, etc.)  
Food not for human consumption (i.e., cleaning supplies, animal diet/bait, etc.)  
Foreign currency transaction fee issued by the bank  
Foreign value-added tax  
Freight and shipping supplies  
Gas/fuel for small equipment (e.g., weed eater, mower, generator)  
Hazardous materials readily available at a consumer retail outlet  
Ice  
Job advertisements  
Lab supplies  
Labor services  
Maintenance agreements  
Marketing fees  
Memberships in professional organizations  
Office supplies  
Paint  
PayPal for allowable items  
Postage  
Promotional items available to all/everyone and promotes cause/mission  
Propane tank  
Publishing fees  
Rental of services or equipment  
Repairs and maintenance on minor equipment  
Research supplies  
Safety supplies  
Stationary  
Subscriptions  
Training supplies  
Utilities  
Visa fee for foreign travel

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Prohibited

Air Ambulance Card  
Airline baggage fees  
Airlines  
Alcohol  
Amusement/entertainment  
Animals with vertebrae  
Auto rentals  
Break room supplies/appliances/repairs/maintenance  
BSM or FPC serviced items (carpet, etc.)  
Bus/charter bus services  
Cash advances  
Conference-related fees for spousal/employee guest use (e.g., banquet, activity, social event, tour, etc.)  
Conference-related t-shirts, mugs, etc.  
Contributions  
Credits toward a degree program  
Deposits  
Donations  
Down payments  
Drawings for non-student events  
E-gift cards  
Equipment requiring title issuance  
Food for advisory board meetings  
Food for department receptions and meetings with/without an external speaker  
Food for employee receptions and recognitions  
Food for faculty/staff/employee retreats/training sessions  
Food for holiday parties  
Food for recruiting new faculty/staff/athlete meals/receptions  
Food for research grant receptions  
Food for retirement receptions  
Gift cards  
Gifts for staff and non-student events  
Greeting cards  
Hazardous materials requiring a license or permit  
Holiday decorations for employee or personal use  
Honorariums  
Hotels  
Insurance  
Legal services  
Limousine services  
Lodging  
Medical Services - Human  
Membership programs with retail outlets (i.e., Amazon Prime, Sam's Club, etc.)  
Moving expenses  
Parking fees  
Partial pays  
Passport or Passport Photos  
Payments to individuals  
Personal use items (e.g., radio, coffee pot, space heater, artwork, coffee mug, Kindle downloads, etc.)  
Prize items for non-student events  
Purchases that exceed a single purchase limit  
Raffles for non-student events  
Recruiting expenditures (i.e., meals and entertainment)  
Reimbursement of personal items  
Repairs or maintenance for employee break room  
Shuttle service  
Taxi  
Toll fees  
Trailers requiring a title issuance  
Travel-related expenses  
Ultimately donated items (e.g., photo album)  
Vehicle rentals (includes U-Haul)  
Vehicles expenses (gas/fuel, car washes, etc.)  
Vehicles or any equipment requiring title issuance