

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, 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