

Restricted P-Card Purchases

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 212-851-2743.

- Alcohol (beverage or otherwise)
- Cash advances, cash back on purchases, cash refunds on returns
- Catering
- Charitable Contributions
- Contracted services from an individual or 1099 vendors
- Controlled substances
- Employee relocation and relocation related expenses
- Entertainment (movie tickets, sporting event tickets, etc)
- Equipment repairs – on campus
- Fees for Foreign Nationals of any kind (Visa's etc)
- Fines of any kind
- Flowers, greeting cards, candy, fruit baskets
- Food eaten off-campus for any reason (meals, receptions, etc.)
- Food purchased for on-campus meetings where the P-Card was not pre-approved for this type of use
- Fuel
- Furniture
- Gift cards and gift certificates of any kind for any reason
- Gifts of any kind
- Honorariums
- Insurance
- Leases /Rentals
- Live animals
- Maintenance and Service agreements
- MetroCards, purchased for any reason
- Moving services
- Online auctions (i.e. EBAY)
- Parking
- Personal items
- Purchases from Edible Arrangements
- Purchases using personal PayPal accounts
- Radioactive materials and specialty gases
- Split transactions*
- Travel (airline, car rental, lodging, taxi, car services, shuttle buses, etc.)

* 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.