

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 which must be from a mandatory statewide contract unless approved through the waiver from the statewide contract process
- 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
- Software which includes data plans, software, or apps for state issued devices such as smart phones, tablets, and laptop computers
- 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 which includes data plans, software, or apps for non-state issued smart phones, tablets, or laptop computers**
- 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
- Split purchases to circumvent transaction limits
- Travel related expenses for guests performing a service for Georgia Tech
 - Includes lodging, meals, and transportation