



**Allowable and Non-Allowable Expenses for P-Card**

**Allowable (please use MPA vendors whenever possible)**

Advertisements	Basic Furnishings & Equipment (excludes decorations/decorative items)	Building Materials & Supplies
Educational Supplies (books, videos, exams, etc.)	Employee Training/Tuition <i>In-State or Online Courses Only</i>	Equipment Repair (no maintenance agreements)
Fabric & Linen	Janitorial & Maintenance Supplies	Landscaping Supplies
Magazines & Publications	Mail Services	Medical Supplies (excluding medications)
Membership Dues & Subscriptions	Office and Computer Supplies	Paper Goods (excludes party items, cards, tissues)
Participant Costs (Fees & Registrations) <i>In-State or Online Courses Only</i>	Periodic Rental of Tools & Equipment (no leases)	Photographic Supplies
Professional Licenses	Scientific/Lab Supplies	Shop and Industrial Supplies
Automotive Repairs	Travel Expenses (Please refer to the travel policy)	

**Non-Allowable**

Alcohol	Automotive Rentals and Fuel	Cash Advances
Cell Phones, Cell Phone Accessories, and Calling Cards	Consulting Services (attorneys, medical, honoraria, etc.)	Donations and Charitable Items
Equipment Maintenance Contracts	Fines, Penalties, and Late Fees	Firearms, Ammunition, and Explosives
Gift Cards, Gifts, Contributions, Prizes, and Awards	iTunes and Other Digital Downloads That Do Not Serve a Business or Educational Purpose	Leases and Other Contractual Agreements
Major Construction or Renovation	Meals and Entertainment	Personal Purchases
Prescription Medications	Purchases from CCRI Employees	Radioactive Materials and Controlled Substances
Rare and Precious Metals	Special Occasion Items (flowers, gift baskets, etc.)	