P-Card Allowable List
August 1, 2014

The success of the P-Card program depends on the appropriate use of the card by the Cardholders, in conjunction with careful and timely review by the Account Managers, Business Managers, and Financial Managers at UNF. Remember that carrying a P-Card is a responsibility based on trust and is a privilege, not a right. **Use of the P-Card does not change any of the existing UNF purchasing regulations or expenditure guidelines based on any specific funding source.** Please note that cash, cash advances, and cash loads to the other types of credit/debit cards as well as gift cards and greeting cards and associated postage are not allowable on the P-Card.

UNF Foundation funds – The UNF P-Card may be used to purchase items that will be paid from Foundation accounts. All items purchased must be in accordance with the UNF Foundation Accounting Policies and Procedures Manual located on the TSI/Foundation Accounting website - http://www.unf.edu/tsifoundationaccounting/. Reimbursement to the University must occur in the P-Card processing timeframe – within 5 days of the charged expense. To process the reimbursement to the University account, the original receipt(s) and Foundation check requisition, including purpose of the purchase, must be submitted to Foundation Accounting. Upon receipt of the Foundation check, departmental personnel must deliver the check to the Student Financial Services (Cashier’s Office) and deposit it into the University index from which the original charge was made. A copy of the Foundation reimbursement package (e.g. copies of receipts and check requisition) must be maintained in the department P-Card file for the Cardholder.

### Allowable Items
Refer to MyWings Staff page for UNF Preferred Vendor Contracts

UNF’s Preferred Vendors have been awarded contracts through a competitive bid process, thereby eliminating the need for additional competitive quotes. In general, purchases from other than the preferred vendor should not be necessary. If pricing from a non-contracted vendor is found to be significantly lower from another vendor, contact the appropriate buyer in the purchasing office for guidance.

If a commodity is not on this list, it should be assumed that the commodity is not allowable.

* Requires written documentation of approval or other information as noted to be included with the P-card reconciliation.
** Per item costs includes applicable freight and installation charges.

1. Advertising for employment.
2. Athletic team supplies and equipment costing less than $1,000 per item**.
3. Audio and video tape supplies.
4. Business cards, envelopes, and letterhead from UNF contracted vendor.
5. Business machines less than $1,000 such as calculators, fax machines, paper shredders, scanners.
6. Cameras and accessories less than $1,000 per item.
7. Catering services.
8. Cell phone services required for department where approved cell phones are rotated among employees.
9. Chemicals; requires approval by the Office of Environmental Health & Safety*.
10. Classroom and educational supplies of a consumable nature.
11. Computer hardware and peripherals less than $1,000 per item ** such as webcams, small desktop printers or monitors; requires approval by ITS *. Excluded from this category are networked printers, tablets, phones, and other portable devices.
12. Computer supplies such as cabling, keyboards, memory upgrades, mouse, surge protectors, and privacy/anti-glare screens. Excluded from this category is electronic equipment such as iPods and MP3 players.
13. Game management supplies such as air horns, tarps, carpet runners, and stanchions. Supplies with UNF logo
require approval from Marketing and Publications*. Approval not required for purchases from Fund 140000, Student Government.

14. Electrical supplies.
15. Facilities and grounds supplies and equipment such as power tools costing less than $1,000 per item **. (Freon, not to exceed 60 pounds, is allowable for stores inventory).
16. First aid kits and replenishment supplies.
18. Food and food products.
19. Freight, postage, postmaster, express mail, courier service.
20. ID name badges and desk or office door name plates from UNF contracted vendor.
21. Insecticides such as wasp spray or ant killer (Ortho Orthene Fire Ant Killer and Amdro Fire Ant Killer only) purchased for stores inventory. A Material Safety Data Sheet (MSDS) is required *.
22. Lab equipment costing less than $1,000 per item **. Excluded from this category is equipment that contains integrated lasers or radioactive materials.
23. Lab/ research supplies and chemicals with approval from the Office of Environmental Health & Safety*.

Excluded from this category are alive or dead animals, fetuses, snails, slug baits, live invertebrate specimens and preserved vertebrate and invertebrate and vertebrate skeletons.
24. Library periodicals and books.
25. Medical expenses for students while on official University business.
27. Maintenance, repair, and operating supplies of a consumable nature.
28. Musical supplies and musical instruments costing less than $1,000 per instrument**.
29. Office supplies from UNF contracted vendor. If item(s) are not available from the contracted vendor note justification in the P-Card file *.
30. Police supplies, accessories and equipment costing less than $1,000 per item**. This category excludes guns and ammunition.
31. Pre-printed materials such as books, manuals, pamphlets, etc. for internal use. Excluded from this category are purchases for resale.
32. Printing services, to include banners and signs, costing less than $1,000 per order with approval from Marketing and Publications*. The University’s preferred vendor is the campus UPS Store with secondary vendor Office Max Impress *. Approval not required for purchases from Fund 140000, Student Government.
33. Promotional items and apparel costing less than $1,000 per order with approval from Marketing and Publications*. Approval not required for purchases from Fund 140000, Student Government.
34. Protective and safety gear such as raincoats, rain overalls, gloves, earplugs, safety vests, and safety glasses/goggles.
35. Publication fees.
36. Recreational supplies such as pool cues, ping pong balls, pool items, basketballs nets, volleyball nets, etc.
37. Registration fees for professional development & training.
38. Rental of, or reservation fees for, booths at conferences or college fairs.
39. Repair of office and classroom equipment; off-campus. Excluded from this category are repairs performed on-campus.
40. Residence hall equipment and appliances costing less than $1,000 per item*.
41. State insurance premiums (insurance payments, such as Summer Camps, require approval from the Office of Environmental Health & Safety).
42. Software/software licenses costing less than $500 per item with approval from ITS*. This category excludes apps for iPad, iPhone, and other similar devices.
43. Subscriptions.
44. Third party payments for international travel. This category excludes wire transfers that require processing by direct pay.
45. Training supplies.
46. Travel expenses as enumerated below.
47. Uniforms for athletic teams and University Police Department.
48. Utilities such as AT&T, Comcast, Direct TV, and Verizon.
49. Vehicle off-campus repairs and parts/supplies for University owned vehicles; include make, model, UNF decal, and VIN# in the P-Card supporting documentation.
If you have any questions about whether or not an item is allowable on the P-Card, please contact the P-Card Coordinator at pcardadministrator@unf.edu or ext. 1738 prior to making the purchase.

**Nifty Note**—All transactions conducted within the State of Florida are exempt from state and use tax. The tax exempt number is listed on each purchasing card. Federal or local taxes are not exempt.

**Travel**

All University Travel must adhere to University policies and procedures and comply with Section 112.061 of the Florida Statutes.

**Important Info** – A Travel Authorization Request form (TAR) or Electronic Travel Authorization (TA) must be completed and approved prior to booking any travel related business. A copy of the TAR or TA must be included in your P-Card documentation for travel related expenses for any airfare or registration fees paid prior to the travel and the Travel Reimbursement Voucher or Electronic Travel Reimbursement (TR) must be included after the travel is completed. Travel must serve as a bona fide Official Business function for the University.

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<thead>
<tr>
<th>Allowable Items</th>
<th>Non-Allowable Items</th>
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<tbody>
<tr>
<td>1. Airfare for approved business.</td>
<td>1. Airfare changes due to personal conveniences or personal issues.</td>
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<td>2. Auto rental from Avis or Enterprise.</td>
<td>2. First Class or Business Class airfare. *</td>
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<td>Vehicle rentals are required to be compact, unless a larger vehicle is</td>
<td>3. Airfare for students not in official travel status conducting official University</td>
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<td>properly documented.</td>
<td>business. See Below. **</td>
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<td>3. Business telephone calls provided detail is on the reimbursement voucher.</td>
<td>4. Auto rental upgrades (not documented).</td>
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<td>4. Gasoline for rental and state owned.</td>
<td>5. Emergency medications for personal health.</td>
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<td>Rental or vehicle number is required.</td>
<td>6. Emergency car repairs to personal vehicles.</td>
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<tr>
<td>Receipts are required.</td>
<td>7. Gasoline or fuel for a personal vehicle or vessel.</td>
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<td>required.</td>
<td>9. Movies.</td>
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<td>travel. Must always be deducted from the Travel Reimbursement Voucher or TR.</td>
<td>11. Movies charged to the hotel bill.</td>
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<td>7. Parking while in travel status covered by a TAR or TA.</td>
<td>12. Hotel cancellation charges due to the traveler’s failure to cancel reservations in</td>
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<td>8. Registration fees for conferences.</td>
<td>a timely manner.</td>
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<td>Agenda and registration materials are required.</td>
<td>13. Hotel room service.</td>
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<td>10. Tolls.</td>
<td>15. Meals in Class C travel status.</td>
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<td>16. Meals for others while in official travel status.</td>
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<td>17. Meals not included in the registration fees or not provided by the conference or</td>
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<td></td>
<td>meeting.</td>
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such as a banquet or luncheon that is optional and not requiring attendance.

18. Meals paid with the P-Card, unless it is deducted from the Travel Reimbursement Voucher or TR.

19. Personal convenience items.

20. Personal telephone calls.

21. Registration cancellation charges due to the traveler’s failure to cancel reservations timely.

22. Tuition registration fees for independent course or classes.

*The State of Florida does not allow for first class or business class travel and requires an original receipt for any item reimbursed for common carrier transportation. The State does allow taxis to be reimbursed for up to $25 if a receipt is lost or otherwise not provided or available by the taxi driver. Please keep this in mind when requesting or gathering your receipts to complete your reimbursement voucher.

**For travel considerations, the term “Official Business of the University” is defined as any travel that is necessary for the execution of an official business function of the University. That would not apply to travel for a student traveling in a TLO or study abroad trip or for participation in a conference where the student is the primary beneficiary of the travel activity as a result of their academic endeavors. A student would need to be in the normal conduct of a business activity of the University to have travel expenses reimbursed.

Airline Tickets for group travel for Athletics Teams, SG or Study Abroad trips.

For a more detailed explanation regarding travel rules, please refer to the Controller’s Travel link at:
http://www.unf.edu/controller/travel/Procedures.aspx

These guidelines consider all expense to be for official University business, except as provided and authorized specifically by University policy and procedures as explained in this document or listed on the Controller’s webpage.

1. In all cases, where any reimbursement or expenditure is paid directly to or on behalf of an authorized traveler, a TAR/TA is required.

2. A P-Card may be used in reference to items covered in this statement.

3. The following will provide some additional information regarding travel for these respective areas but is not intended to be all inclusive of the procedures for the respective areas and if further information is needed please contact the Accounts Payable supervisor:

a. Athletics Team Travel
   i. TAR’s or TA’s are required for all coaches with a list of student team members attached.
   ii. Team members must sign for any meal per diem allowances they receive from the coach.
   iii. Pregame meals taken during a regular meal time will be considered as part of the per diem allowance.
   iv. Given that Per Diem allowances for meals is required. Receipts for meal purchases with the P-Card must be deducted from the reimbursement voucher in consideration of the Per Diem allowances.

b. Student Government Travel (SG)
   i. Student groups authorized by SG may allow one individual student to be a trip leader where multiple students are traveling as part of a planned SG approved program.
ii. Procedures provide for a TAR or TA to be approved with attached lists of the other student travelers.

iii. These students are deemed to be traveling on official business of SG in accordance with SG bylaws and must adhere to the University’s policy and procedures regarding travel authorization and reimbursement.

c. Study Abroad & Transformational Learning Opportunities (TLO’s)

i. Expenditures paid on behalf of students who are not traveling on official business of the University, must be paid from fees collected from the student.

ii. TLO or other Study Abroad trips are generally not considered to be Official University business for students, since these expenses are generally paid on behalf of and for the students benefit with regard to their curriculum program.

iii. Students may receive financial aid awards to cover program expenses.

iv. TAR’s or TA’s are required for the study abroad faculty leaders, but not the students. Faculty or staff leaders must have a TAR or TA approved by the University official responsible for travel and the appropriate division Vice President, if International travel is involved.

v. Expenses paid for students generally must be paid from local agency funds held in custody for students.

vi. Requires a list of students scheduled for the trip for which expenditures are paid.

vii. Must meet specific requirements for the programs with an approved budget.

viii. Cash balances and funding must be sufficient to support study abroad trips prior to any expenditure being incurred. Expenses must be paid in accordance with the planned and preapproved budget. Departments dealing with a TLO trip should contact the office at Undergraduate Studies or review their website at: http://www.unf.edu/ugstudies/.

ix. Cash balances remaining in the TLO or Study Abroad Program fund in excess of all expenses must be returned to the students.

x. A P-Card may be used in reference to items covered in this statement. The use of the P-Card is allowable for travel for these programs.