

Procurement card use is granted under the following conditions:

- 1) Purchases are limited as defined on the approved application form per transaction. Splitting orders to stay below the threshold is not allowed and may result in P-card cancellation.
- 2) The use of the P-card is for University business only. The following types of purchases are not allowed:

Alcohol	Personal Items
Cash Advances	Personal Services
Catering	Postage over \$25
Consulting Services	Travel
Contractual Obligations	Leases
Entertainment	Moving Expenses