

## ALLOWABLE/NON-ALLOWABLE PURCHASING CARD CHARGES:

Here is a partial list of possible items and services which can/cannot be charged on the University Purchasing Card.

ALLOWABLE	NON-ALLOWABLE
Student Travel-see Student Travel Guidelines - **Student group travel expenses may be paid in full with the CU VISA including those of the employee chaperones. These expenses should be coded to 6030. Athletics would use separate account # for travel.	Employee Travel with the exception of airline, train tickets, baggage fees, rental cars. **All other employee travel expenditures must be paid by the traveler from personal funds and reimbursed on a Travel Voucher upon return.
Airline Tickets, Train Tickets plus baggage fees if purchased with ticket, and rental cars.	Travel Packages that include airline tickets, hotel and rental cars.
Conference/Registration Fees	Conference/Registration meals and hotel charges not included in the registration fee.
Fed-Ex/UPS-Express Shipping	Employee functions - examples: food for staff meetings
Membership Dues	Entertainment/Business Meals
Subscriptions	Gifts, Gift Certificates/Gift cards/Cash advances and money orders.
Computer Software	Gift cards
Books	Cash advances
Printing	Employee parking hangtags
Temporary Services under contract, such as Manpower.	Telephone calling cards or additional minutes for calling cards
Postage & Office Supplies	
Utilities	Holiday or Birthday Cards
Repairs	Holiday ornaments or decorations
Hardware, such as Ace, Lowe's, Home Depot	Sporting events
Telephone & Cell Phone payments that are in compliance with the University Personal Communication Services Policy	Foundation charges
Internet Providers	Gasoline
Lab Supplies	Personal Charges
Credits must be returned to cards	Vendors where MCC # is blocked
Lodging: visiting speakers (room only)	Inter-departmental purchases
APL iTunes – for CU business applications only	
Purchases off State or Agency Contract, even if appearing as “split purchases.” <span style="color: yellow;">⚠</span>	Purchases over \$2,500 - EXCEPTIONS are items with the following symbol <span style="color: yellow;">⚠</span>
Payments to Conference Facilities for the purpose of reselling such conferences to the public. <span style="color: yellow;">⚠</span>	
Other DPV Exemption purchases. <span style="color: yellow;">⚠</span>	