Coastal Carolina University
Allowable and Non-Allowable Charges on the Purchasing Card
Updated 10/28/13

**ALLOWABLE CHARGES**
- Airline Tickets
- Books
- Fed Ex Charges
- Freight Charges
- Hardware
- Lab Supplies
- Office Supplies
- Postage
- Printers (under $500 with IRC approval)
- Printing
- Professional Membership Dues
- Registration Fees (not to include hotel charges)
- Repairs
- Subscriptions
- Train Tickets
- UPS Charges

**NON-ALLOWABLE CHARGES**
- Alcohol
- All Cash Advances
- Computers (except for authorized users up to their approved limits)
- Electronic Applications (example: for iPads, iPhones, etc)
- Employee Functions
- Employee Travel (including hotel charges, hotel reservations, meals, rental vehicles)
- Firearms
- Gasoline or Diesel Fuel
- Gifts
- Gift Cards
- Gift Certificates
- Personal Charges/Items for Personal Consumption
- Printers (where cost exceeds $500)
- Purchases over your single transaction limit
- Restaurants
- Shuttle Service
- Software & Services (any requiring agreement of terms & conditions)
- Split Transactions
- Taxi Service

ALL credits and returns must be returned to your purchasing card. If in doubt whether your purchase complies with policy, please check with the Procurement Services Office at 843-349-2189 or the Purchasing Card Administrator at 843-349-2160 before purchasing.