

RESTRICTIONS / NON-ALLOWABLE EXPENDITURES

POLICY RESTRICTIONS BY PROGRAM:

Expenditure Category	Classic PCard Program	Travel Enhancement Option	PCard Plus Enhancement Option
Alcohol	Not Allowed	Not Allowed	Not Allowed
Airfare / Primary Mode Transportation	Not Allowed	Allowable (4)	Not Allowed
Animals	Not Allowed	Not Allowed	Not Allowed
Business Meetings / Business Entertainment	Not Allowed	Not Allowed	Allowable
Cash advances / Wire transfers / Money orders	Not Allowed	Not Allowed	Not Allowed
Conflict of interest vendors	Not Allowed	Not Allowed	Not Allowed
eBay or PayPal (if used in conjunction with eBay)	Allowable(1)	Not Applicable	Not Applicable
Employee Service & Achievement Awards	Not Allowed	Not Allowed	Allowable
Firearms or ammunition	Not Allowed	Not Allowed	Not Allowed
Flowers / Decorations	Restricted (2)	Not Allowed	Allowable (2)
Food	Restricted (3)	Not Allowed	Allowable
Foreign Visitors (Non-Resident Alien) (Payments to or on behalf of a foreign visitor; including travel related expenditures such as airfare, shuttle, train, etc.)	Not Allowed	Not Allowed	Not Allowed
Gifts / Donations	Not Allowed	Not Allowed	Not Allowed
Hazardous Materials (Hazardous materials are defined as radioactive materials, compressed gas, bulk ethyl alcohol, DEA licensed materials, including prescription drugs and all chemical purchases of acids, bases, flammables (organic solvents, alcohols, etc.), explosives and toxic chemicals of any kind.	Not Allowed	Not Allowed	Not Allowed
Hotels	Not Allowed	Not Allowed	Not Allowed
Payments to Individuals Refer to FSO Policy 9.12	Not Allowed	Not Allowed	Not Allowed

Medical Services (Medical Services are defined as expenses related to medical care or services.)	Not Allowed	Not Allowed	Not Allowed
Pre-paid Cards including Gift Cards and Phone Cards	Not Allowed	Not Allowed	Not Allowed
Purchases over \$5,000	Not Allowed	Not Allowed	Not Allowed
Relocation / Moving Expenses for Employees	Not Allowed	Not Allowed	Not Allowed
Rental Vehicles/Gasoline	Not Allowed	Allowable (5)	Not Allowed

NOTES:

(1) Purchasing cardholder must identify the seller on eBay before making a purchase through eBay or PayPal (if used in conjunction with eBay). Seller info must be printed from eBay or PayPal if complete, or an email response from seller, which includes: full name and complete address (including state / country) must be printed and attached to the itemized invoice. Purchasing cardholder agrees to review the "seller information page" in eBay before making a purchase. If the seller information page reflects a negative / problem seller, or if the seller refuses to identify the necessary information required, the cardholder agrees NOT to bid on or purchase the item(s) in question

(2) Flowers / Decorations are restricted where no business is conducted nor business objectives present (for example, a life event such as a birthday or memorial service, a holiday related party or employee social function).

(3) Food for research, animal feed, water for research, food for patients (i.e. snacks for patients after blood draws), food for training (nutritional research or classroom use) is currently allowed on the PCard without the PCard Plus Enhancement Option.

(4) Airfare and Primary transportation (shuttle, bus, train, taxi) may be purchased for employees or on behalf of non-employee; non-employee being defined as a seminar / conference speaker, visiting expert, an unpaid employee, a candidate being interviewed for an open position (recruitment) or a student. Non-employees must be a US Citizen or permanent US resident (Green card holder) and not a foreign visitor (non-resident alien) to use the PCard.