

Procurement Card Allowable Charges

Allowable and non-allowable charges

The following is a sample list of allowable and non-allowable charges. If you have questions about a purchase, please contact acnt-procard@wmich.edu

Allowable

- Advertising (no contract/agreement involved)
- Conference Calls
- Copying/Framing/Photo Developing (that produces a supply item)
- Credential Verification/Background Checks
- Conference Registrations
- Department stores
- Inventory Purchases
- Professional Business Related Membership Dues
- Newspaper/Magazine/Online Subscriptions
- Postage/Shipping/Courier
- Supplies (office/shop/IT/lab)
- Subscription Services (Zoom/social media/water cooler)
- Utility (power/water/gas/cable)

Non-Allowable

- Any purchase that requires agreements or contracts.
 - **Note: All agreements and contracts must be submitted for review and approval to Purchasing before payment**
- Alcohol/Tobacco
- Anything costing more than \$5,000 (**Needs Purchasing approval before payment**)
- Automobile service/repair/rental
- Cash Advance
- Contributions or donations
- Entertainment
- Flowers
- Gasoline/Fuel
- Laboratory/Medical/X-Ray fees
- Personal Items
- Restaurants and other Dining Vendors
- Services from an Independent Contractor (**Must go through Business Services**)
- "Splitting" of transactions to avoid purchasing thresholds
- Travel (Require Procurement Administrator approval for exceptions)

