



2.1 Allowable Purchases (Things I CAN buy With a P-Card)

Policy Statement

The P-Card can be used for official purchases of supplies, materials, equipment, or services, where not otherwise prohibited or restricted. All purchases made with the P-Card must be for official University of Georgia business and must NEVER be used for personal purchases regardless of the circumstances. Purchases for: 1) Food/Catering, 2) Study Abroad, 3) Student Travel, and 4) Monthly Charges for Wireless Communication Devices (WCDs) can only be made in limited situations which are addressed in Sections 6.1 through 6.4 of the [P-Card Manual](#).

Reason for policy

To ensure cardholders understand that p-cards can only be used for official business and to provide a list of items that are allowable purchases utilizing a p-card. This is not an exhaustive list and should be used in conjunction with the list of unallowable p-card purchases

Procedures

Consult the list of allowable purchases contained in Sections 6.0 through 6.4 of the [UGA P-Card Manual](#). Additionally, consult the list of unallowable p-card purchases contained in Section 7.1 and the unallowable p-card practices in Section 7.2 of the [UGA P-Card Manual](#).

Forms/Instructions

[UGA P-Card "Quick" Reference Sheet](#)

Additional contacts

[Lynn Stephens](#), Dawn Cowart

Phone Number: 706-542-2361

Responsibilities

Responsible University Senior Administrator: Vice President for Finance & Administration

Responsible University Administrator: Procurement Officer

Policy Owner: [Procurement](#)

Policy Contact: [Lynn Stephens](#), Dawn Cowart

Phone Number: 706-542-2361

Responsibilities: It is the responsibility of the cardholder to ensure p-card purchases adhere to UGA policy and procedure.

Responsibilities: It is the responsibility of the Approving Official to review p-card purchases for adherence to UGA policy and procedure.

Related information

[UGA P-Card Manual](#)

Date Reviewed: 02/09/2018

‹ [Spending Limits](#) | [Instructions for Specific Allowable P-Card Purchases](#) ›

Policy Dates

Effective Date: 04/01/2017

Date Last Updated: 11/05/2018

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Date of Approval:

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