

Prohibited Use

- Alcoholic beverages
- Entertainment related expenses unless explicitly listed in section *C Acceptable Use*
- Cash advances of any type
- Cellular phones and related monthly charges
- Clothing except as educational supplies, as permitted in section *C Acceptable Use*
- Construction and renovation services
- Debit cards and Gift cards used like cash (e.g. Visa money card, vendor cards) unless explicitly listed in section *C Acceptable Use*
- Equipment and furnishings over \$5,000 and/or that qualify as a controllable purchase as defined in the Capital & Controllable Asset Manual.
- Fine arts
- Firearms
- Food, beverages consumed at vendor's location (e.g. restaurants and bars) unless explicitly listed in section *C Acceptable Use*
- Food, catering or restaurant take-out for CSCU employees unless explicitly listed in section *C Acceptable Use*
- Gasoline except in the case of pre-authorized out-of-state travel using a state vehicle
- Gasoline for in-state rental vehicles
- Gifts/donations unless explicitly listed in section *C Acceptable Use*
- Internet service providers
- Monthly recurring expenses
- Moving services
- Personal use items (attaches, folios, pen/pencil sets etc.)
- Precious metals
- Prescription drugs and controlled substances
- Radioactive materials except as educational supplies, as permitted in section C
- Reimbursements of any type
- Tobacco or cannabis products
- Travel Meals where a “per diem” is provided
- Split purchases for the purpose of circumventing transaction limits

Acceptable Use

- Advertising, promotional, or public relations items with appropriate review and approval consistent with college/system mission
- Awards, gift cards, and prizes properly authorized and pre-approved by the appropriate P-Card Administrator
- Books and periodicals
- Dues and professional memberships (business, technical, professional, and institutional memberships only)
- Educational experiences (events, museums, field trips)
- Emergent student needs
- Equipment and furnishings under \$5,000 and/or that do not qualify as a controllable purchase as defined in the Capital & Controllable Asset Manual.
- Event related expenses, including but not limited to
 - Food or catering for official CSCU-sponsored meetings, events and functions (business meals)
 - Participation by CSCU officials in their official capacity in externally sponsored public, community, or business events
- Gasoline for State vehicles for pre-authorized out-of-state travel (as included in an approved Travel Authorization)
- Graduation event expenses including food, catering, and entertainment
- Hardware supplies
- Library books
- Maintenance supplies
- Postage and shipping
- Rentals of any type
- Repair parts and materials
- Social and cultural activities (including related food/catering and entertainment expenses) sponsored by CSCU as part of its mission
- Software only when it does not house confidential data and will be installed on CSCU owned equipment and was approved by IT Protocol process if applicable.
- Computer supplies and non-controllable computer equipment
- Subscriptions (departmental use only)
- Office, laboratory, and educational supplies
- Tools, fixtures, and miscellaneous apparatus