

The University of Rhode Island PCARD

Allowable / Non-Allowable

Allowable business-related purchases on a PCARD:

Note: Use MPA Vendors whenever possible for all purchases.	
✓ Office & Computer Supplies	✓ Fabric & Linen
✓ Educational Supplies (books, videos, exams, etc.)	✓ Equipment Repair (no maintenance agreements)
✓ Medical Supplies (excludes medications)	✓ Periodic Rental of Tools & Equipment (no leases)
✓ Basic Furnishings & Equipment (excludes decorations and decorative items)	✓ Membership Dues & Subscriptions
✓ Paper Goods (excludes party items, cards, tissues)	✓ Professional Licenses
✓ Janitorial & Maintenance Supplies	✓ Participant Costs-Fees & Registrations In-State or Online Courses Only
✓ Building Supplies & Materials	✓ Employee Training/Tuition In-State or Online Courses Only
✓ Shop & Industrial Supplies	✓ Mail Services
✓ Scientific/Lab Supplies	✓ Magazines & Publications
✓ Landscaping Supplies	✓ Advertisements
✓ Photographic Supplies	

Non-Allowable purchases on PCARD:

⊗ Alcohol, Food & Beverages (consumable items)	⊗ Gift Cards, Gifts, Contributions, Prizes & Awards
⊗ Meals & Entertainment	⊗ Special Occasion Items (flowers, gift Baskets, etc.)
⊗ Cash Advances	⊗ Prescription Medications
⊗ Fines, Penalties & Late Fees	⊗ Firearms, Ammunition & Explosives
⊗ Personal Purchases	⊗ Radioactive Materials & Controlled Substances
⊗ Purchases from University of RI Employees	⊗ Rare & Precious Metals
⊗ Cell Phones, Cell Phone Accessories, Calling Cards	⊗ Automotive Rentals, Repairs, Fuel
⊗ Donations and Charitable Contributions	⊗ Equipment Maintenance Contracts
⊗ iTunes and Other Digital Downloads That Do Not Have a Business or Educational Purpose	⊗ Leases and Other Contractual Agreements
⊗ Major Construction or Renovation	⊗ Travel Expenses – No Longer Allowed on the PCARD. Please Refer to the Travel Policy.
⊗ Consulting Services (Attorneys, Medical Svs, Honoraria, etc.	