



# ECU ProCard

## Allowable and Unallowable Expenses

The ECU ProCard does not change what you can buy, but how you pay for it. All purchases should be approved by the funding source prior to the purchase. Below are examples of allowed and unallowed transactions. Items must be purchased from contract vendors, when possible. The purchasing card cannot be used for items listed on the unauthorized transactions list. Exceptions can be requested via email to [procard@ecu.edu](mailto:procard@ecu.edu).

### Allowable Expenses

- ✓ State contract items purchased through state contract vendors
- ✓ Office, lab supplies and equipment, accessories, peripherals (contract vendors)
- ✓ Memberships and organization dues\*
- ✓ Professional Licenses
- ✓ Subscriptions – To a business address / Annual Only / includes software subscription\*
- ✓ Conference registrations (all ECU Travel policies apply) \*
- ✓ Publications, reprints, books, educational DVDs\*
- ✓ Interlibrary Loans
- ✓ Accreditation fees
- ✓ Postage and stamps / Express shipping & freight (small quantities)
- ✓ Advertising
- ✓ Certifications and examination fees\*
- ✓ Travel expenses including air/bus/train fare, shuttles/taxis, rental vehicles, parking
- ✓ Catering/Group meals, which have a legit fund-approved business purpose
- ✓ Student group functions including travel, events, and group meals
- ✓ Maintenance contract / agreement payments with initial contract approval by Materials Management on file

\* Required to be paid on ProCard

### Allowable Expenses (with prior approval attached)

- Gift cards, incentives, or prize purchases – complete Authorization for the Purchase of Gift Cards/Gift Certificates, Incentives and Prizes from Materials Management
- Gifts (including flowers, cards, holiday items, etc.) – require written approval from the funding source
- Items requiring the signing or click-to-agree of a vendor agreement or terms and conditions to complete the purchase – require approval/documentation from Materials Management and/or ITCS
- Promotional items – require funding source approval and ECU logo review approval
- Technology - software, non-standard computers (non-CPI), hardware, hardware only, datasets, Internet of Things (IoT), and Services – complete ProCard Technology Request form in PORT
- Cellular services or devices – complete ProCard Technology Request form in PORT

## Unallowable Expenses

- × purchases for personal use
- × transactions that exceed or circumvent spending limits
- × animals
- × weapons or ammunition
- × purchases from pawn shops
- × controlled substances (Drugs, Alcohol, Fireworks)
- × payments to individuals, consultants, or employees
- × purchases from university storerooms (must go through PORT)
- × trip protection/insurance, seat charges/upgrades, early check-in
- × tours, additional functions, events, banquets, etc. without documented fund-approved business purpose.
- × personal per diem meals (i.e., meals while in travel status).
- × entertainment
- × cash advances
- × donations / contributions
- × computers, laptops, or tablets (Due to CPI, must be purchased through PORT)
- × tuition payments
- × traffic violation or parking fine payments
- × payments that involve making changes to facilities
- × beverages other than Pepsi products in small quantities. (Pepsi has the exclusive rights on campus.)
- × drone services / payments
- × fuel for personal vehicle
- × legal fees/services
- × personal/unapproved/unofficial purchases
- × commitments for greater than one fiscal year
- × Insurance
- × Items from a Debarred Vendor