Prohibited P-Card Purchases

Improper uses of the BPC account consist of but are not limited to the following:

Alcoholic Beverages

Business Cards

Cash Advances

Construction, Renovation or Installation

Personal Items

Leases, Rentals of Real Estate

Purchases involving trade-ins or rebates

Weapons or Ammunition

Gifts and/or prizes for Employees and Gift Cards

Kansas Sales tax-when applicable

Personal Memberships

Items for which payment to other WSU departments and State Agencies that should be processed via

IOTD or ICD forms

Office Supplies without written prior justification from Central Supply (refer to PPM #15.02-Office Supply Storeroom)

Food and beverage purchases that pertain to faculty, staff or students when in travel status or any gathering where the food/ beverages are merely a hospitality event

Food and beverages provided in a largely social unstructured setting, such as receptions, parties or gatherings that do not serve a clear business purpose

Business Travel and related expenses

- a) Gasoline for personal vehicles (WSJ employee is reimbursed mileage)
- b) Excessive Baggage (More than 1 bag is not allowed without written justification)
- Lodging Incidentals Room service, personal phone calls, movies, laundry, miscellaneous personal charges, and any charges not considered reimbursable under the State Travel Expense guidelines.

Travelers are encouraged to provide a personal credit card for lodging incidentals upon checkin. A hold for additional incidental fees will be assigned to whichever card is presented. The hold for the additional funds are released upon check out.