Examples of expenses: Below are examples of authorized and unauthorized transactions, which are reviewed during training classes. 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, in writing.

Sample Purchases Allowed

- State contract items purchased through State contract vendors
- Office, lab supplies and equipment, accessories, peripherals (contract vendors)
- Memberships and organization dues*
- Licenses such as nurses, doctors, etc.
- Subscriptions – To a business address / Annual Only / includes software subscriptions*
- 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 (include tear sheets)
- Certifications and examination fees*
- Software (must be approved by ITCS – Complete ProCard Software Purchase form in Port)
- Maintenance contract / agreement payments with initial contract approval by Materials Management on file.
- Travel expenses including air/bus/train fare, shuttles/taxis, rental vehicles, parking, lodging. (See Travel Manual and section 4.9 of ProCard User’s Guide for details. Travel upgrade required.) *No per diem meals*
- Catering/Group meals, which have a legit fund-approved business purpose. Must include itemized receipt, agenda/flier/meeting announcement and list of attendees.
- Promotional items with approval from funding source and logo review, as required. http://www.ecu.edu/cs-admin/mktg/logo_review.cfm
- Student group functions including travel, events and group meals (Travel upgrade required for travel expenses.) *Required to be paid on ProCard. Some exceptions apply: Merchant does not accept VISA / purchase amount is over the single transaction limit of the ProCard.

Unauthorized Transactions

- NO purchases for personal use
- NO purchases over designated spending limits. NO split ticket purchases to circumvent the single purchase limit
- NO animals
- NO weapons or ammunition
- NO purchases from pawn shops
- NO controlled substances (Drugs, Alcohol, Fireworks)
- NO payments to individuals, consultants or employees (Vendor must provide a FEIN number versus a SSN)
- NO purchases from University storerooms (must go through PORT)
- NO trip protection/insurance, seat charges/upgrades, early check-in
- NO tours, additional functions, events, banquets, etc. without documented fund-approved business purpose.
- NO personal per diem meals (i.e. meals while in travel status). Approved catering/group meals require a legit fund-approved business purpose, itemized receipt, agenda/flier/meeting announcement and list of attendees.
- NO entertainment
- NO cash advances
- NO gifts without written approval from the funding source (Including: flowers, cards, holiday items, etc.)
- NO donations / contributions
- NO gift cards, incentives or prize purchases without prior approval per the “Gift Cards, Incentives and Prize Purchases” procedure found at http://www.ecu.edu/purchasing/
- NO computers or laptops (Due to CPI, must be purchased through PORT)
- NO software, unless approved by ITCS. Complete software approval form in Port.
- NO items requiring the signing or click-to-agree of a vendor agreement or terms and conditions in order to complete the purchase, except those vendors whose terms have been approved by Materials Management and/or ITCS, as required. Include approval/documentation with the statement.
- NO cellular services or devices
- NO payments to ECU for classes or parking fines
- NO payments that involve making changes to facilities
- NO beverages other than Coca-Cola products in small quantities. (Coke has the exclusive rights on campus.)
- NO drone services / payments

* Exceptions may apply.