



**Washington University in St. Louis**  
**Procurement Card Program**  
**Unallowable Purchases and Practices**  
*(Last updated 1/2/08)*

**Unallowable Purchases**

The following is a list of items that may not be purchased with the procurement card.

1. Software Purchases from Vendors outside the United States
2. Local social & entertainment expenses
3. Living Animals
4. Radioactive or hazardous materials (including disposal of)
5. Controlled substances
6. Employee relocation expenses
7. Maintenance or lease agreements
8. Purchases between Washington University departments (ex. Parking Permits)
9. Personal Expenses

**Unallowable Practices**

1. Cardholders cannot give their card or account number to another employee.
2. Procurement card transactions cannot be split or parsed into two or more smaller ones to avoid per-transaction dollar restrictions.
3. Procurement cards cannot be used to circumvent the competitive bidding process. Single transaction limits over \$24,500 will require the approval of the Purchasing Department and the Controller's Office.
4. Procurement cards cannot be used to purchase items in a manner that is inconsistent with any procedures put into place by Purchasing Services.