

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 (WSU employee is reimbursed mileage)
 - b) Excessive Baggage (More than 1 bag is not allowed without written justification)
 - c) 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 check-in. 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.