EOU Procurement Card Prohibited and Suggested Uses

EOU Procurement Card Prohibited Uses

Purchasing the following prohibited items will result in the revocation or suspension of the Departmental VISA Purchasing Card:

- Personal purchases
- Cash advances
- Inter-departmental expenses
- Rentals / Leases - ie: equipment, rooms, buildings, land, etc.
- Vehicle rental - ie: cars, vans, pickups, trucks, trailers, boats, etc.
- Transportation costs - ie: bus fares, train fares, ferry, gas, etc.
- Lodging (May be used to hold a room)
- Misc. Lodging charges ie: room service, movies, phone, laundry service, etc.
- Meals
- Food / Groceries
- Alcoholic Beverages
- Entertainment
- Hosting groups and guests
- Gifts, Gift Certificates, Gift Cards etc.
- Awards / Prizes
- Utilities
- Communications
- Capitalized equipment and upgrades
- Weapons / Ammunition

EOU Procurement Card Suggested Uses

Purchasing cards may be used only to purchase goods for the agency. Such purchases must comply with OUS policies governing purchasing and credit card usage. As stated in FASOM 13.11, EOU Purchasing Cards are designed to promote purchasing efficiency, flexibility, and convenience. The following are typical uses for the EOU Purchasing Card:

- Office supplies
- Software
- Teaching and research supplies
- Materials for minor repairs
- Conference registrations
- Subscriptions to newspapers, journals and periodicals
- Materials for minor repairs
- Non Capital Furniture
- Seminar registrations
- Reference materials
- Airfares
- Conference Site Lodging (deposits only)
- Laboratory supplies
- Housekeeping and maintenance supplies
- Computer supplies
- Minor equipment and appliances
- Printing and Publishing
- Selling / Marketing costs
- Memberships
- **This new policy may allow purchases that were not appropriate prior to 7/1/12. Please contact AP staff for questionable expenses.**

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