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.

Authorized Transactions

- State contract items purchased through State 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*
- Interlibrary Loans
- Postage and stamps
- Express shipping & freight
- Advertising
- Certifications*
- Office, lab supplies and equipment (contract vendors)
- Software (prepackaged or approved by ITCS or Materials Management), accessories and peripherals
- Air, bus and train fares (Additional approval required. One checked bag allowed each way. No candidate tickets.)
- Lodging, including Internet and Parking (Additional approval required.)
- 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 (Additional approval required.)

Required to be paid on ProCard (some exceptions apply-merchant does not accept VISA, foundation funds are being used to purchase the item, 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 and 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 car rentals, gas, trip protection/insurance, seat charges/upgrades, early check-in, taxis, tours, additional functions, candidate travel, etc.
- NO food, such as meals, restaurants, caterers, fast food vendors, prepared food, etc. Approved food from grocery stores requires a legit business purpose, itemized receipt, flier/meeting announcement and list of attendees.
- NO entertainment
- NO Cash Advances
- NO Gifts / Contributions (Including: Flowers, Cards, holiday items, etc.)
- 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 purchases using Foundation funds
- NO computers or laptops
- 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. Must be documented on the statement. (Ex. Customizable software)
- No maintenance contract / agreement payments, unless initial contract has been approved by Materials Management and is on file, as well as documented with statement.
- NO payments to ECU for classes or parking
- NO payments that involve making changes to facilities
- NO drone services / payments

*Some exceptions apply*