


Purchases That Can Not Be Paid With Your PCard

There are specific items that cannot be purchased using the PCard unless a waiver is granted by PCPS PCard Administration prior to the purchase. To request a waiver, please email PCardAdministration@mail.wvu.edu. These restricted items include, but are not limited to the following:

Table 2: Unallowable Purchases	
Item	Includes
Alcohol	 An exception may be granted for designated individuals and/or events funded by WVURC (*).
Animals	Live Animals
Cash	Cash advances or cash credits
Catalog Items Available in Mountaineer Marketplace	Including, but not limited to: office supplies, computer supplies, lab supplies/equipment, MRO supplies, furniture, etc.
Construction	Also includes subcontracted construction that includes labor.
Employee Items	Flowers, cards, gift baskets, etc.
Fuel for personal vehicles	For personal vehicles even while on business travel.
Hazardous Materials	No additional information.
Invoices or Orders over \$5,000 (including association dues and payments to internal departments)	With the exception of travel expenses, hospitality expenses, and dining services' resale items.
Meals & Personal Expenses	Including while on business travel: Room service, in-room movie expenses, and/or personal calls. See the WVU Travel Guidelines for travel information: http://procurement.wvu.edu/payment-services/travel
Purchase Order payments	Any good/service bought by Purchase Order. Invoices for items purchased through PO's must be processed through Mountaineer Marketplace.
Personal Items/Gifts	No additional information.
Radioactive Materials	No additional information.
Weapons, firearms, and ammunition	No additional information.

If you have any questions, please contact PCPS PCard Administration at PCardAdministration@mail.wvu.edu.

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