

Palomar Community College District
Supply
Procurement Card Authorized/Prohibited Purchases and Practices

AUTHORIZED PURCHASES

One time purchases up to \$1,000
Periodic supply purchases up to \$1,000 per transaction
Equipment costing under \$1,000 (includes tax and shipping)
Furniture costing under \$1,000 (includes tax and shipping)
Food/refreshments for official business meetings
Membership & Subscription Purchases
Off-site printing up to \$1,000
Travel Expenses (Air Fare, Ground Transportation, Lodging, Conference Fees, Meals)

PROHIBITED PURCHASES

Any purchase over \$1,000
Equipment costing over \$1,000
Furniture costing over \$1,000
AV Equipment
Services
Computers (PCs, laptops, hardware of any kind, etc.)
Software
Software licenses
Consultants, Instructors, and Speakers
Maintenance Agreements
Service Agreements
Personal Items or items for personal use
Personnel/labor
Rental Agreements (Facilities, Equipment etc.)
Lease/Purchase Agreements
Facility Improvements
Postage, Federal Express
Party decorations
Firearms and ammunition

PROHIBITED PRACTICES

Cash Refunds
Cash Advances
Split Orders-splitting an order over \$1,000 into two or more to avoid \$1,000 limit
per transaction
Transferring cards between individuals