Procurement Card Allowable Charges

Allowable and Non-Allowable Charges

The following is a sample list of allowable and non-allowable charges. If you have questions about a purchase, please contact acnt-procard@wmich.edu

Allowable

- Advertising (no contract/agreement involved)
- Conference Calls
- Copying/Framing/Photo Developing (that produces a supply item)
- Credential Verification/Background Checks
- Conference Registrations
- Department stores
- Inventory Purchases
- Professional Business-Related Membership Dues
- Newspaper/Magazine/Online Subscriptions
- Postage/Shipping/Courier
- Supplies (office/shop/IT/lab)
- Subscription Services (social media/water cooler)
- Utility (power/water/gas/cable)
- Wholesale/Retail Club Discount Purchases (e.g., Costco, Sam's Club)

Non-Allowable

- Alcohol/Tobacco
- Automobile service/repair/rental
- Cash advances
- Contributions or donations
- Entertainment
- Flowers
- Laboratory/Medical/X-Ray Fees
- Personal Items
- Restaurants and Other Dining Vendors
- Services from an Independent Contractor (**Must go through Office of Legal Affairs, Risk and Compliance**)
- Travel
- Gift Cards
- Internet Auction Sites (e.g., eBay)
- Wholesale/Retail Club Discount Memberships (e.g., Costco, Sam's Club)
- Any Purchase that Requires an Agreement or Contract
- Purchases over $5,000 in aggregate
- Payment to ANY WMU department (e.g., Parking Fees, Tuition and Fees)
- Zoom Subscription Services

Travel Card Allowable Charges

Allowable and Non-Allowable Charges

The following is a sample list of allowable and non-allowable charges. If you have questions about a purchase, please contact acnt-procard@wmich.edu

Allowable

- Airlines with permission
- Car Rentals
- Drug Stores / Pharmacies
- Dry Cleaners
- Electronic Vehicle Charging
- Gasoline / Service Station
- Grocery and Grocery Specialty Stores / Bakeries
- Lodging / Hotels / Motels
- Parking Lots and Garage Fees / Towing Fees
- Railroads
- Restaurants / Catering
- Taxicabs
- Tolls, road and Bridge Fees
- Transportation Services - Other

Non-Allowable

- Airbnb's / VRBO's
- Alcohol / Tobacco
- Cash Advance
- Flowers
- Insurance
- Medical Fees
- Services from an Independent Contractor (**Must go through Office of Legal Affairs, Risk and Compliance**)
- Payment to ANY WMU department (e.g., Parking Fees, Tuition and Fees)