

Allowable Expenses and Unallowable Expenses – for the Wells Fargo Procurement Cards

| | Non-Traveler | Traveler |
|-----------------------------|---|--|
| Card Limit | \$2,500 single transaction limit and \$5,000 monthly; splitting charges to avoid limit is grounds for card termination. | \$5,000 single transaction and \$10,000 monthly; splitting charges to avoid limits is grounds for card termination |
| Allowable Expenses | Advertising expenses Airfare and other forms of transportation (e.g. rail, cab, bus, etc.) for Dept. Admins who book for individual faculty, staff, and students. Books, magazines, and subscriptions Catering for department functions in accordance with College policy (not Sodexo) Classroom supplies and materials Conference registration fees Congratulatory or sympathy expenses in accordance with College policy Copying services Dues and memberships Mailers, shippers (e.g. FedEx) Pagers and cell phone data plans | Same as Non-Traveler PLUS <ul style="list-style-type: none"> • Gasoline for car rental vehicles • Hotels and lodging • Meals, restaurants, etc. • Parking |
| Unallowable Expenses | Alcoholic Beverages Capital Project expenses Cast Advances Computer hardware, software, and peripherals Cell phone or hand held devices Donations Entertainment (e.g. tickets to sporting events) Furniture (classroom, office, dormitory, lounge, etc.) Gas or diesel purchases (except those departments with College owned vehicles) Gift Cards over \$25 each Independent contractors or consultants Items for personal use (e.g. meals or beverages when not conducting official College business, massages, medical co-pays, clothing, etc.) Medical doctor, dentist, etc. Professional services (e.g. legal fees) Purchases that involve signing an agreement (e.g. contract, license or lease) Radioactive or hazardous materials Rewards programs (e.g. frequent flyer miles) Salaries and wages Sales tax **Additional restrictions may be included and have been blocked by Merchant Category Codes | Same as Non-Traveler EXCEPT: Allowed if emergency when in overnight travel status Case by case basis with responsible VP or Dean and Finance PRIOR approval Case by case basis with responsible VP or Dean and Finance PRIOR approval |