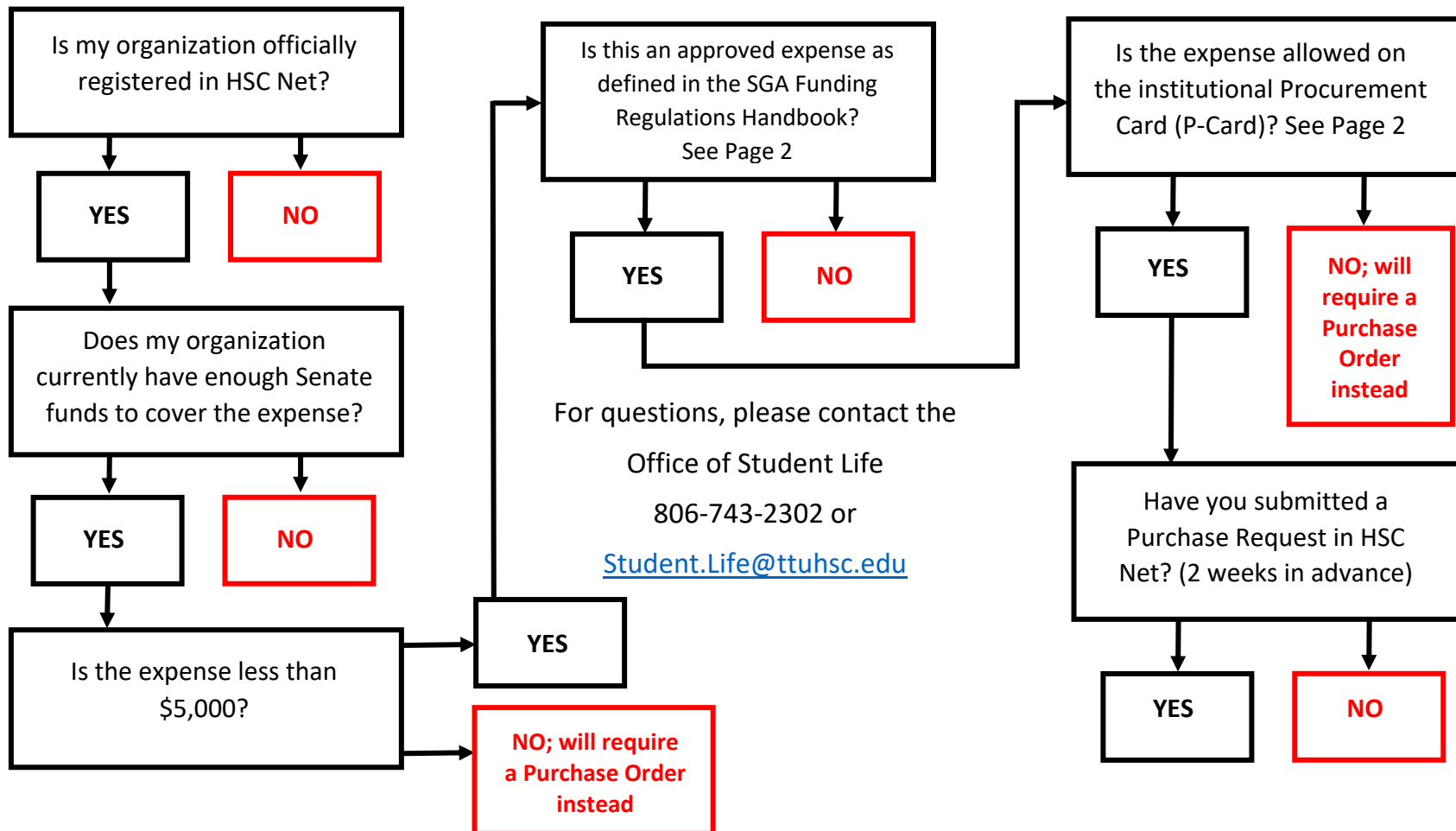




Procurement Card Process Senate Funds (Student Service Fees)

Can I use the P-Card for a student organization expense with our Senate funds?





TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

Office of the Provost
Student Life

Expenses Not Allowed (Per Funding Handbook):

- Alcoholic beverages
- Lobbying
- Religious Activities & Materials
- Support of a candidate for public office
- Books, handbooks, or textbooks (unless SL approval)
- Membership Dues
- Reimbursement to Org for Speaker's travel or fees
- Loans, gifts, gift certificates, scholarships, awards, or prizes
- Paintings, prints, fixtures, or furniture to decorate offices.
- Computers, printers, scanners, digital cameras, or hardware.

Expenses Not Allowed on P-Card:

- Awards & Prizes
- Chemicals and other Potentially Hazardous Materials
- Consulting or Professional Services
- Donations, Contributions or Sponsorships
- Lease or Rental of Space
- Office Supplies
- Purchases on 3rd Party sites (eBay, Etsy, etc.)
- Travel Related Purchases
- Uniforms (includes scrubs and lab coats)
- In-State Sales Tax