The Procurement Card may not be used for the following:

- Cash advances, money orders, wire transfers, Titan Card/copy card deposits, gift cards/certificates or other cash equivalent items
- Personal purchases (including personal expenses when on a business trip)
- Physical Plant Services (installed carpet, cleaning, painting, etc.)
- Hazardous Materials and Firearms
- Leases and Maintenance Agreements
- Purchases requiring a contract with an authorized signature
- All services (Except those listed in the Reference Guide for the Purchases of Services or with an issued Q#, Attachment E)
- Narcotics/Controlled Substances
- Alcoholic Beverages
- Raffle Prizes
- Furniture (with any room design or installation service)
- Items that should be purchased through Auxiliary Services or other non-State accounts
- Fines, late fees, penalties, interest and finance charges
- Printing Services (e.g. magazines, catalogs, brochures, annual reports, etc.)
- Splitting purchases to circumvent the transaction limits (Note: A split purchase is defined as one item, or set of items sold as a set, that has been split by the merchant to look like two separate purchases.)
- Purchases which result in a conflict of interest for the user resulting in personal gain or violate CSU policies and procedures

Computer related
- Software site licenses and renewals [licenses that require a reoccurring payment for continued use of the software] (all vendors except CSU systemwide GSA)
- Computer-Related items, see Attachment A (Except those list under restricted purchases)

Travel
- Meals while on travel (except with official University guest pursuant to Directive 11 policy)
- Unapproved travel expenses
- Unapproved Directive 11 categorized expenses