PROHIBITED PURCHASES:

The use of a District P-card for the following purchases is prohibited.

- Personal purchases of any kind
- Alcoholic beverages
- Tobacco products
- Entertainment
- Professional services such as Engineers, Architectures, Consultants
- Gift cards, calling cards, gift certificates, prepaid cards or similar products
- Cash advances of any form
- Payment to officials for athletic events
- Clothing or other related items not imprinted with the District or school logo for employees
- Fuel for State owned vehicles
    - o A State Fuel Credit Card Program is available
- To make payment on an "open" account maintained with vendors. The P-card shall only be used to pay one transaction at a time and cannot be used to pay the accumulated balance of an account.
- Payment of state or local taxes to the Department of Revenue