Procurement Card Purchases

Never Allowed

- Alcohol
- Airline Upgrades/Early check –in/Early boarding
- Airline baggage fees (reimbursable to travelers
- Air BNB
- Cash Advances
- Chemical/Weed Killer, Bug Killer products
- Computers, IPads, laptops, tablets, Chromebooks, electronic devices, monitors, etc.
- Donations/Gift cards
- Decorations
- Employee gifts (greeting cards, flowers, etc.)
- Food pick-up fees
- Gift Cards
- Gross receipts tax on goods/items
- Hotel Room Upgrades
- Meals when on travel (reimbursable to travelers)
- Personal items/services
- Store Memberships (Costco, Sam's Club, etc.)
- Taxi, Uber, shuttle (reimbursable to travelers)
- Travel Providers: Expedia, Travelocity, Hotel, etc.

Allowed with Limitations and Prior Approval

- Apparel – customized t-shirts, polo shirts, etc.
- Books such as: Scholastic, Barnes & Noble
- APS vehicle car washes
- Entertainment Field Trip Venue (Isotopes, Soccer, Main Event, etc.)
- Equipment/furniture
- Finger printing services
- Food – with approved CFO Food memo
- Punch Out Vendors – Staples, Lakeshore, Shamrock
- Promotional Items (novelty items, giveaways)
- Travel Expenses with Approved Travel Approval Number (TAN) including: conference (event), airfare, and lodging
- Services
- Software Subscriptions or Licenses
- Expenditures over limits ($1,000 per transaction and $5,000 monthly limit).

Allowed

- Advertising in print media
- Student Bus Transportation
- Non-travel conference, seminar, workshop
- Educational/Instructional field trip venue (zoo, museum, aquarium, etc.)
- Professional Association Memberships (NMASBO, Etc.)
- Food for Culinary classes
- Fuel –APS Vehicle and/or Rental Car on travel only for District business
- M & O tech position certifications
- Newspaper subscriptions
- Parking – APS vehicle for APS District Business
- Supplies for urgent use (non-punch out vendor) – less than $1,000 for total purchase