

**Grossmont-Cuyamaca Community College District**  
**Supply**  
**Procurement Card**  
**Authorized/Prohibited Quick Reference**

**AUTHORIZED PURCHASES**

Supply purchases under \$500 per transaction per day

*Transactions limited to \$50 or less:*

Postage

Federal Express

UPS

Duplicating/copying of material

*Transactions limited to \$200 or less:*

Software

**PROHIBITED PURCHASES**

Any purchase over \$500

Furniture

Equipment over \$500

Printers, regardless of cost

Computer equipment, regardless of cost

Services of any kind

Consultants, instructors, and speakers

Personnel costs/labor charges

Items for personal use

Maintenance or service agreements

Rental agreements, facility leases or rentals, equipment rental etc.

Lease/purchase agreements

Facility improvements

Membership purchases including Amazon Prime, Costco, etc.

Software over \$200

Travel expenses (air fare, ground transportation, lodging, conference fees, meals, uber, lyft)

Food, meals or refreshments for meetings – a 4410 catering card is used

Food/refreshments for office celebrations or parties

Party decorations

Postage, Federal Express, UPS over \$50

Duplicating/copying of material over \$50

Off-site printing

On-line data base subscriptions requiring a signed agreement

Fees

Anything not considered a supply item

**PROHIBITED PRACTICES**

Cash refunds

Cash advances

Split orders of multiple items into two or more transactions to avoid \$500 limit

Using card two times for one purchase, total over \$500

Using cards from two employees for one purchase, splitting cost between cards

Transferring cards between individuals

Using a card issued to a different employee

Allowing another department to use card, then transferring expense

Using card for personal purchases, then reimbursing District later

Using card for District purchases, then shipping to a non-GCCCD address, such as home address

Asking the vendor to bill in two increments either the same day or the next day

Similar type purchases made to same vendor over course of a couple days