# **Columbia University Finance Training**

**Unallowable Corporate Card Transactions** 

Goods and/or services which require prior approval or require additional oversight and control cannot be purchased with the Corporate Card, including but not limited to:

- Air and Rail purchased outside of Concur Travel
- Tax reportable expenses
- Restricted commodities
- Use of the Corporate Card by anyone other than the authorized cardholder

### **Allowable Transactions**

- Lodging
- Car rental
- Ground transportation (e.g. taxi, etc.)
- Meals/food eaten off campus
- Food on-campus delivery
- Minor equipment and supplies purchase \$500 and under (for emergency purchases while traveling)

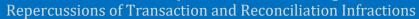
- Registration for conferences and seminars
- Subscriptions and memberships
- Professional memberships and license fees
- Postage
- Newspapers, journals,
- Cell phone and pager charges (UwPA preferred)
- Gifts

## **Unallowable Transactions**

- Air or rail fare (except for emergencies)
- Goods and services requiring governmental licenses or permissions or that are controlled under US export controls
- Personal items
- Prizes and awards
- Promotional items with CU Logo, trademark, or branded product not purchased through an approved licensed vendor
- Maintenance and service agreements
- On-site equipment repairs
- Minor equipment purchases over \$500
- Cash advances, cash back on purchases, cash refunds on returns
- Controlled substances
- Live animals

- Radioactive materials and specialty gases
- Contracted services
- Honorariums
- Furniture
- Leases/rentals
- Insurance
- Relocation
- Charitable contributions
- Online auction (Ebay/Craigslist)
- Groupon
- Courier service requiring HIPAA compliance
- Cloud hosting, cloud storage, file sharing services
- Non-UwPA vendor purchases where UwPA is required

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Within a year time frame, depending on the incident, the following corrective actions will occur:



### 1st Strike:

Warning e-mail sent to the Cardholder and DPAD.

Personal Purchases: Discussion with the Departmental DPAD regarding term of suspension or revocation



### 2nd Strike:

Failure to reconcile or acquire Approver sign-off: 5 business day suspension.

Restricted Purchase: 10 business day suspension.

Personal Purchases:
Discussion with the
Departmental DPAD
regarding term of suspension
or revocation



### 3rd Strike:

Failure to reconcile or acquire Approver sign-off: 20 business day suspension

Restricted and Personal Purchases: Discussion with the Departmental DPAD regarding term of suspension or revocation

Re-activation requires cardholder policy re-training and card reinstatement approval from Senior Business Officer

## **Getting Help**

Corporate Card Web Site:

http://finance.columbia.edu/procurement/Corporate Card

Email:

corporatecard@columbia.edu

