

# 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

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

| <br><b>1st Strike:</b> | <br><b>2nd Strike:</b>  | <br><b>3rd Strike:</b>  |
|---|--|--|
| Warning e-mail sent to the Cardholder and DPAD.   | Failure to reconcile or acquire Approver sign-off: 5 business day suspension.  | Failure to reconcile or acquire Approver sign-off: 20 business day suspension  |
| Personal Purchases: Discussion with the Departmental DPAD regarding term of suspension or revocation    | Restricted Purchase: 10 business day suspension.<br><br>Personal Purchases: Discussion with the Departmental DPAD regarding term of suspension or revocation | Restricted and Personal Purchases: Discussion with the Departmental DPAD regarding term of suspension or revocation<br><br>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](mailto:corporatecard@columbia.edu)