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:

<table>
<thead>
<tr>
<th>1st Strike:</th>
<th>2nd Strike:</th>
<th>3rd Strike:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warning e-mail sent to the Cardholder and DPAD.</td>
<td>Failure to reconcile or acquire Approver sign-off: 5 business day suspension.</td>
<td>Failure to reconcile or acquire Approver sign-off: 20 business day suspension</td>
</tr>
<tr>
<td>Personal Purchases: Discussion with the Departmental DPAD regarding term of suspension or revocation</td>
<td>Restricted Purchase: 10 business day suspension.</td>
<td>Restricted and Personal Purchases: Discussion with the Departmental DPAD regarding term of suspension or revocation</td>
</tr>
<tr>
<td></td>
<td>Personal Purchases: Discussion with the Departmental DPAD regarding term of suspension or revocation</td>
<td>Re-activation requires cardholder policy re-training and card reinstatement approval from Senior Business Officer</td>
</tr>
</tbody>
</table>

**Getting Help**

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

Email:
corporatecard@columbia.edu