

Appendix A: Prohibited Uses of the Seton Hall University Credit Card

While the following are *allowable* business expenses, they are not permitted to be purchased with the University credit card and can only be acquired through the University's procurement system:

- Animals (research-related)
- Appliances
- Consulting services
- Dues for private clubs
- Furniture
- Leases/Rentals
- IT services / equipment
- Service contracts / agreements (advertising, catering, etc. unless such service/agreement requires a commitment to hold a reservation)
- Software / software licenses (unless such purchase cannot be made via purchase order)

The above list of prohibited uses of the University credit card is not all-inclusive. Questions as to whether the University credit card may be used for a purchase or payment are to be directed to Card Compliance at cardcompliance@shu.edu .