

PROCARD UNALLOWABLE PURCHASES

Waiver Required for Exceptions

Representational Expenses	<ul style="list-style-type: none"> • Flowers/Holiday decorations • Food items and Catering (does not include Field Camp or classroom usage) • Entertainment expenses • Gifts, donations, or contributions to individuals or organizations • Recreational activities (Bowling, Lazer Tag, etc.)
Commodities	<ul style="list-style-type: none"> • Items \$5,000 or greater (NOTE: Computers under \$5,000 are ordered on the Computer Supply account code.) • Capital Equipment (Equipment with a value of \$5,000 or more) • Firearms or ammunition • Restaurant meals • Hazardous Materials (allowed if approved by department Safety Officer) • Drug Enforcement Agency licensed substances • Contracts • The purchases of live vertebrate animals on the ProCard are not allowed. Any live animal purchases must be coordinated through the animal facility managers (Jason Jack).
Services	<p>Allowed:</p> <ul style="list-style-type: none"> • Memberships/Dues (you must follow the cost accounting rules on these items) • Conferences/Registrations (you must follow the cost accounting rules on these items) • Freight/Shipping (report charges in account 3351) • Postage (report charges in account 3444) • Advertising, including faculty and staff recruiting (ad must be approval by HR) • Intellectual Property Issues: Small dollar web page design, web hosting, or similar services on your ProCard, there are intellectual property issues involved. Must be pre-approved by Procurement Officer <p>Unallowable:</p> <ul style="list-style-type: none"> • Charters of any kind – boat, plane, bus • Leases • Travel and travel related expenses –airline, rail, bus tickets, vehicle rental, meals, lodging • Contracts requiring authorized signatures • Moving expenses • Removal of hazardous or radioactive materials • Consulting services • Medical Payments
Other	<ul style="list-style-type: none"> • Unauthorized Restricted Fund Purchases • Contract purchases to Non-contract providers • Gift Cards • Payments to individuals, employees, or students for any reason • Honorarium payments • Student aid payments • Unauthorized personal memberships or subscriptions • Refunds of revenue • Time payments • Pyramiding (multiple purchases to cover same transaction) • Tuition payments • Cash or cash type transactions • Personal purchases (regardless of intent to reimburse)