

PROCUREMENT CARD ALLOWABLES

Transactions under \$2,000.00

- **Advertisements (after approval by required departments)**
- **Books that will become the property of the University**
- **Clothing and/or Uniforms (Athletics and student purposes only)**
- **Coffee Pots, Refrigerators, Microwaves needed for research or conference situations only, documentation is required (not for individual use)**
- **Engraving when article to be engraved and engraving are purchased from the same supplier**
- **Food: Bulk food items for preparation typically purchased at grocery stores for business related meetings**
- **Furniture (must be purchased from current contract vendor)**
- **Industrial Supplies**
- **Internet Purchases for allowable items**
- **Lab Supplies**
- **Landscaping Supplies: Trees, Shrubs, Flowers, and Small Tools**
- **Medical Supplies (Student and Faculty/Staff Clinics, Nursing, and Athletics only)**
- **Memberships Dues (University and Department only)**
- **Mini Blinds from current contract vendor**
- **Music Supplies**
- **Office Supplies (must be purchased from current contract vendor)**
- **Parts for in-house repairs. (does NOT include repair services with labor)**
- **Peripheral Equipment, Power and Network Equipment, and Supplies for Computers**
- **Photographic Film and Slide Processing**
- **Postage and shipping expenses, USPS, FedEx, UPS, etc.**
- **Printer Cartridges: Must be purchased from current contract vendor or pre-approved by Procurement Services.**
- **Registrations**
- **Rental Equipment**
- **Repair of Equipment; including emergency repairs**
- **Signage (use for advertisement after approval by required department)**
- **Software (off the shelf and does not require signatures)**
- **Subscription, Journals, Periodicals, and Book Renewals**
- **Travel (Out of State) with an approved Purchase Request**
 - **Air Fare for individuals for business related travel**
 - **Conference Registration Fees**
 - **Hotels (lodging for business related travel)**
- **Vehicle Rentals/Gasoline**