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