

PROCUREMENT CARD RESTRICTIONS

- **Alcoholic Beverages**
- **Ammunition, Firearms**
- **Appliances** – *(not allowed for personal use)*
- **Cash Advances, Cash Instruments**
- **Catering** *(Setup, the replenishment of food and cleanup)*
- **Cellular Phones and Service**
- **Coffee, Cream, Sugar, Soft Drinks, Cups, Napkins, etc.** – *(When intended predominantly for consumption by University employees, unless otherwise covered by UAH Expenditure Guidelines)*
- **Computers, Ipads, Tablets, and other Wireless Devices** (See: <http://www.uah.edu/business-services/faculty-staff/open-bid-information>)
- **Contracts/Consulting for Professional Services**
- **Controlled Substances or Chemicals**
- **Cylinders: Containerized Gas Cylinders must be ordered through Central Receiving, unless special pre-approval has been granted by Procurement Services.**
- **Donations/Contributions**
- **Entertainment and Related Expenses** – *(Related to receptions, retirements, department Christmas parties and the like are NOT allowable)*
- **Equipment** *(which exceeds \$999.99)*
- **Floral Arrangements** *(not for personal occasions, i.e. birthdays, weddings, etc.)*
- **Hazardous Materials** *(if unsure, consult the Office of Environmental Health and Safety)*
- **Hazardous Waste Removal**
- **Greeting/Holiday Cards**
- **Items for non-University Purposes**
- **Insurance / Vehicle Insurance / Ticket Life Insurance / Ticket Cancellation Insurance etc.**
- **Laundry and Cleaning of Personal Items**
- **Leases / Rental – Land or Property**
- **Legal Services**
- **Live Animals**
- **Mailing Services** (Bulk)
- **Maintenance or Service Agreements**
- **Meals for University Travel** *(exceptions per University Travel Policy with prior approval from Procurement)*
- **Medical Services**
- **Mini-Storage for University Owned Items**
- **Money Orders**
- **Moving Expenses**
- **Pagers**
- **Parking Services** (Ex. Valet Services)
- **Party Supplies / Holiday Decorations and Supplies**
- **Personal Expenses / Purchases** *(Amazon, paypal, groceries, fans, heaters, radios, etc.)*
- **Pre-Paid Cards, Telephone Cards etc.**
- **Prizes / Gifts / Awards / Plaques, Gift Cards or other taxable expenses when not justified as benefiting the University**
- **Radioactive Materials**
- **Relocation of Household Goods**
- **Sales Tax**
- **Software – Multiple License Agreements requiring a UAH signature**
- **Specialty Gases in Cylinders** (helium, oxygen, nitrogen)

- **Split Transactions** – *To avoid the single purchase limit unless the items are available on University contracts. A “split purchase” includes any action taken to “work around” or “bypass” the single transaction limits set on PCards. The splitting of purchases will not be tolerated and may result in revocation of your card.*
- **Sponsorships**
- **Temporary Labor Services**
- **Tax Title, License Fees**
- **Travel** -- (In-State) - *(Hotel expenses are allowed when attending a conference that is part of a national organization, with prior approval from Procurement. UAH students are exempted and should refer to UAH Travel Policy)*

Note: Some items that are not allowed on the P-Card, may be allowed through the Requisition process, in accordance with the University's Expenditure Guidelines.