



PROHIBITED PURCHASES WITH A PROCUREMENT CARD

Please be reminded that the following items and services are prohibited from purchase using the Procurement Card (P-Card). Exceptions may be considered only with prior written approval from Procurement. Please note that all Direct Pay transactions should be processed directly through Accounts Payable. You can access the Accounts Payable website here: [Accounts Payable Forms](#). For any questions or concerns regarding potential purchases, please contact the Procurement Card Administrator.

Note that P-Cards may be revoked for inappropriate purchases.

Prohibited Purchases Include:

- Alcohol / Liquor
- Animals (except for instruction-related purposes)
- Buildings / Office Space / Temporary Portable Structures (lease, purchase, or rental, including portable restrooms, shipping containers, sheds)
- Cash Advances
- Consultants, guest speakers, etc.
- Drones (unless prior approval from EH&S is obtained)
- Equipment requiring vendor assembly, setup, or installation, or that may cause harmful exposure (refer to EH&S website for harmful equipment examples)
- Equipment or hardware with a unit price of \$5,000 or greater (including tax and freight)
- Firearms or ammunition
- Food items (with exceptions for lab, instructional, or officially recognized student P-Cards)
- Foreign, non-U.S. vendors (International Charges)
- Fuel
- Furniture (unless ordered from contracted supplier, Staples Advantage, or receipt of confirmation on direct deliver to the ordering department by the furniture company or paid 3rd party. Due to campus weight, size, and material handling limitations/restrictions, Cardholders must arrange delivery with vendor). **Cannot require assembly, setup and/or installation by 3rd party vendor.**
- Gifts, including gift certificates, gift cards (virtual or physical), greeting cards, flowers, plants
- Hazardous Materials (unless prior approval from EH&S for chemicals, biological agents, controlled substances, or radioactive materials)

- Hospitality (food, decorations, paper goods, etc. - exemptions for official student programs with justification)
- Information Technology (IT) software, agreements, licenses, subscriptions, maintenance, or support
- Maintenance Agreements (including facilities services, IT software/equipment, and installation services)
- Medical Services and Supplies, including thermometers
- Medicine (e.g., Advil, Tylenol)
- Memberships for non-professional warehouse/wholesale stores (e.g., Amazon Prime, Costco, Sam's Club)
- Party/Event Rentals (tables, chairs, tents, etc.)
- Personal Use Purchases
- Personal Protective Equipment (PPE): gloves, masks, sanitizing gels/liquids, face shields, thermometers
- Plexiglass or similar dividers, partitions, guards, and shields
- Recreational expenses (camp fees, amusement parks, space rentals)
- Registration, Conference Fees, Seminars, Classes (including webinars)
- Rentals, Leases, or Rental Agreements (e.g., for equipment, vehicles, furniture)
- Repairs or Maintenance for buildings, equipment, or vehicles
- Onsite Services (e.g., window cleaning, drapery installation, shredding)
- Toner for employee-owned printers or any non-state-owned printers
- Travel and Offsite Activities: including airfare, hotel, car rental, meals, entertainment, travel agencies (unless travel and accommodations for candidates only, recommend giving notice in advance)
- Common Kitchen Items (e.g., toaster ovens, plates, coffee)
- Registration & Membership (use Direct Pay Form)
- Hotel Bookings (use Direct Pay Form)
- Apple Watch Series 10 GPS
- Off-campus Workshops
- Tickets for events (including student events)
- Credit Purchases (e.g., Microsoft Azure, Google Cloud credit)
- Water (may be approved on a case-by-case basis, purchased through PepsiCo)
- Food for staff and faculty
- Facial tissue
- Broadway Show Tickets (e.g., Wizard of Oz)