

Attachment IV
PROCARD RESTRICTIONS

RESTRICTED BUSINESSES

- Gas Stations
- Hotels/Motels
- ATM's
- Attorneys
- Liquor Stores or Bars
- Banks, Automated Tellers
- Personal Transportation (Taxi, Limousine, etc)
- Travel related Car Agencies
- Professional and Consultant/Contracted Service Providers
- Temporary Labor Agencies
- Entertainment Providers
- Travel Agencies

RESTRICTED COMMODITIES

- Any purchasing requiring a contract
- Any single purchase exceeding \$5,000.00
- Alcoholic beverages (Except with a Special Events Card, **also requires prior approval**)
- Ammunition
- Animals
- Camera (Exceeding \$500.00 - **\$500.00 must include shipping**)
- Cash advances or Gift Cards
- Computer or telecommunication equipment (Exceeding \$500.00 - **\$500.00 must include shipping**)
- Non-restricted Consulting Services
- Controlled assets
- Controlled prescription drugs
- Cylinder gases, Liquid nitrogen
- *Decorations (**Except with a Special Event Card**)
- Entertainment (**Gifts- not allowed / Flowers - only with a Special Events Card**)
- Electronic equipment (Exceeding \$500.00 - **\$500.00 must include shipping**)
- *Food, Eating Places, Caterers, Restaurants, Fast Food (**Except with a Special Event Card**)
- Gasoline
- Hazardous chemicals or materials (Requires purchase approval, contact Safety Office 5250)
- Leases
- *Organizations, Memberships, Charitable and Social Services, Associations Civic, Social, and Fraternal
- Personal items
- Projectors (Exceeding \$500.00 - **\$500.00 must include shipping**)
- Purchases involving equipment trade-in
- Radioactive materials
- Stereo systems (Exceeding \$500.00 - **\$500.00 must include shipping**)
- Telephone services
- Travel (transportation) and related expenses
- Video recorder/players (Exceeding \$500.00 - **\$500.00 must include shipping**)
- Weapons

The items shown above: (i) are intended to guide you in which form to use for processing payments and orders, (ii) are not representative of all restrictions, (iii) may change without notice. It is recommended that you contact the Procard Administrator or consult the University policies and bid guidelines governing the purchase of commodities and services to ensure the proper expenditure of funds.

*Commodities or services have been expanded or added.