ProCard Restricted Purchases

last update 7/9/2014

Certain purchases may not be made with a ProCard. Any exception to this list requires documented approval prior to purchase. If you are not sure if a purchase is allowable, contact the ProCard Manager.

The ProCard shall not be used to purchase the following commodities:

- Alcoholic beverages (exception may be sought when purchase is deemed to serve the university interest and is pre-approved by the appropriate dean or vice chancellor)
- Animals (live) and animal related purchases (including feed, bedding)
- Cash advances of any type
- Catering and other food purchases (with the exception of Aramark). The only allowable food purchases for on-campus events are through Aramark; food purchases for on-campus events from supermarkets, bakeries, and restaurants are not allowed without pre-approved exception.
- Computer systems, i.e. any type of configurable device: PC, network server, laptop, netbook, and, iPad.
- Construction and renovations (with the exception of the Facilities Department)
- Contributions and donations
- Debit cards/gift cards/phone cards
- EBay and other internet auction site purchases
- Employment ads
- Entertainment-related expenses (only allowed in limited circumstances per Business Expense Policy)
- Firearms of any type
- Travel expenses of any type, unless the card includes the Travel Option
- Flowers, gifts and cards (only allowed in limited circumstances per Business Expense Policy)
- Gifts showing gratitude to another employee, awards, or gifts in recognition of service (only allowed in limited circumstances per Business Expense Policy)
- Leases and lease-purchases
- Long-term equipment rentals
- Maintenance agreements for greater than a one-year period
- Personal purchases of any type (including personal memberships and wholesale club memberships)
- Personal violations or fines
- Prescription drugs and controlled substances
- Radioactive materials, hazardous materials, all chemicals, all biological materials (including, but not limited to, media enzymes, and test kits), and radiological products
- Reimbursements of any type
- Time payments of any type
- UML parking decals or parking fines

All exceptions require prior approval of the Vice Chancellor for Finance and Operations (or designee). All exceptions must be documented; please initiate your exception request by contacting the ProCard Manager.