Allowable Purchases:

The following is a sample of types of items that may be purchased with the Procard:

Office supplies (**WB Mason is the University’s official supplier of general office supplies (desktop consumables), copy paper, and printer toner. All purchases of these items must be made through WB Mason.**)

- Lab supplies (other than chemicals- see list of Restricted purchases below)
- Books (specifically related to the budget charged)
- Software
- Small Equipment (under $1,000). Equipment > $1000 must be purchased via Purchase Order.
- Professional membership dues
- Subscriptions to professional Journals
- Printing
- Conference Registration Fees
- Shipping
- Short Term Rentals
- Non-contract services and contract services if contract is pre-approved and signed by the Purchasing Office. Examples of such services include equipment repairs, UML vehicle repairs, maintenance
- agreements <=1yr. Trades work i.e. plumbing, HVAC repair, for University Buildings is not allowed.
- Cell phones and related monthly charges for cardholders who are pre-approved to have a cell phone and have an approved affidavit on file with the Controller’s Office.

Restricted Purchases:

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
- Contributions and Donations
- Debit Cards/Gift Cards/Phone Cards
- Ebay and other Internet Auction Site Purchases
- Employment Ads
- Entertainment Related Expenses*
- Firearms of any type
- Flowers, Gifts and Cards (limited circumstances per Business Expense Policy Administrative Announcement #15 12/20/05)
- Gifts showing gratitude to another employee, awards, or gifts in recognition of service
- Leases and Lease-Purchases
- Long term Equipment Rentals
- Maintenance agreements for > 1 yr period
- Personal Purchases of any Type
- Personal Violations or Fines
- Prescription drugs and controlled substances
- Professional Services that require a UML Contract for Services Form
- Radioactive Materials, Hazardous Materials, all Chemicals, all Biological Materials (including media and enzymes), and Radiological Products
- Reimbursements of any Type
- Time Payments of any Type
- Travel Expenses of any Type *(including, airline, hotel, gasoline, restaurant food and beverages etc.)
- For ProCards with Travel Privileges please refer to the Travel Addendum