RESTRICTED PURCHASES

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, please contact ProCard Services.

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

- Alcoholic beverages (exception may be sought when purchase is deemed to serve the university’s 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
- Computer systems, i.e. any type of configurable devices such as PCs, laptops, tablets, etc...
- 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 the Business Expense Policy)
- Firearms of any type (with the exception of the University Police Department)
- Food purchases for on-campus events from supermarkets, bakeries, restaurants, etc... Food for on-campus events must be provided by University Dining Services. Food for on-campus events must meet the requirements of the Business Expense Policy.
- Flowers, gifts and cards (only allowed in limited circumstances per the Business Expense Policy)
- Gifts showing gratitude to another employee, awards or gifts in recognition of service (only allowed in limited circumstances per the 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 (with the exception of the Health Services Department)
- Radioactive materials, hazardous materials, all chemicals, gas cylinders, all biological materials (including, but not limited to, biological agents, media, enzymes and test kits) and radiological products
- Reimbursements of any type
- Time payments of any type
- Travel expenses of any type unless the card includes the Travel Option (pg.5)
- UML parking decals or parking fines

All exceptions require prior approval from the VC for Finance and Operations (or designee). All exemptions must be documented: please initiate your exception request by contacting ProCard Services.