

## Unrestricted and Restricted Purchases

- Use of the University P-Card is encouraged for purchases including, but not limited to:
  - Offsite meeting space rental
  - Conference registration
  - Membership Dues
  - Travel expenses
  - Subscriptions
  - One-time payments
- The University P-Card may be used for purchases in the following categories, **but only with the Department of Strategic Sourcing approval:**
  - All computer hardware and software (see policy #4.8 Technology Procurement Policy). Additional approval from the Department of Information Technology and Library Services (ITLS) is also required.
  - Purchases where the total transaction amount is \$5,000 or greater
- The University P-Card **may not** be used for purchases in the following restricted categories:
  - Animal purchases
  - Capital expenditures such as furniture, fixtures, or equipment that exceed \$5,000 per item
  - Contracted Services such as legal/consulting services or opinions (except if purchased on a General Counsel P-Card)
  - Fuel (Use of a University fuel card is preferred for frequent use.)
  - Gift cards/certificates (waiver is required from University Tax Manager for limited exceptions)
  - Insurance
  - Leases
  - Furniture
  - Radioactive materials