The purchasing card (PCard) is a fast, flexible purchasing method for low-dollar goods and services that are not otherwise restricted by university policy. The BSC has enhanced the PCard program by allowing more flexibility for PCard users. Here are some allowable purchases on LOCAL FUNDS:

- Memberships
- Services, such as maintenance, calibration, repair, photo/digital processing (with no contract/agreement)
- Equipment Rentals (with no contract/agreement)
- Flowers/Plants (per university policy)
- T-Shirts for student organizations (with no university branding)
- Printing (with prior approval from Printing Services)

### Restricted Purchases

- Any purchase with branding/logo/spirit marks:
  - plaques, mugs, shirts, pens
  - Alcoholic Beverages
  - Advertising
  - Animals
  - Awards
  - Cash Advances
  - Cell phones/iPhones/voice and data plans
  - Chemicals, restricted

- **Computers**
  - Consulting or other professional service
  - Contributions
  - Controlled
  - substance/drugs/apparatus
  - Cylinder gases
  - Donations

- Dues, recurring payments
- Give-a-ways
- Incentives
- Insurance
- Internet Provider
- Services/Domain/Websites
- Leases with agreement
- Maintenance agreements
- Entertainment
- Fabrications of equipment
- Gasoline/Fuels
- Gifts

- **Gift cards and/or Certificates**
- Notary Fees
- Patient/Study Participant
- Personal items
- Plaques
- Postage Stamps
- Prizes

- Promotional Items
- Professional Services
- Purchases involving equipment trade-ins
- Radioactive materials
- Rentals with agreement
- **Restaurant dine-in**
- Telephone services/equipment
- Temporary personnel
- Toll Tags
- Travel and related expenses
- Trophies
- Tuition and Fees

- **Software Licenses**
- Sponsorships
- Used equipment
- Utilities
- Warranties
- Weapons/ammunition

### Description of Categories (within Citibank GCMS system)

- **Books**
- Books (Library)
- Chemicals (non-restricted)
- Clothing (educational use/student org)
- Clothing (uniforms)
- Coffee/Water service
- Computer Parts & Accessories
- Consumable Supplies
- Copying/Reproduction
- Embroidery
- Equipment, Not Controlled
- Food (classroom use only)
- Food (non-classroom use, local funds only)
- Freight/Shipping

- Flowers/Plants (no state funds)
- Furniture
- Maintenance/Repair (computer equip)
- Maintenance/Repair (equipment)
- Maintenance/Repair (automotive)
- Memberships (local funds only)
- Services (no terms/conditions/agreement/state funds)
- Registrations
- Rent, Booth (no contract/agreement/local funds only)
- Rent, Equip (no contract/agreement/local funds only)
- Subscriptions
- Telecom Equipment (ITSS Telecomm Use Only)
- Translation service
- Waste Disposal (Safety Office Only)

For more information, view the BSC Purchasing Card site at [http://bsc.untsystem.edu/purchasing-card](http://bsc.untsystem.edu/purchasing-card) or call 940.369.5500/855.868.4357