



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/contract/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)