

PROCUREMENT CARD RESTRICTIONS

- x Alcoholic Beverages
- x Ammunition, Firearms
- x Appliances² (not allowed for personal use)
- x Cash Advances
- x Catering Setup, the replenishment of food (cleanup)
- x Cellular Phones and Service
- x Coffee, Cream, Sugar, Drinks, Cups, Napkins, etc.± (When intended predominantly for consumption by University employees, unless otherwise by UAH Expenditure Guidelines)
- x Computers, Ipads, Tablets, and Wireless Devices (See <http://www.uah.edu/business-services/faculty-staff/open-bid-information>)
- x Contracts/Consulting or Professional Services
- x
- x Equipment (which exceeds \$

- x Floral Arrangements (not for personal occasions, birthdays, weddings, etc.)
- x Hazardous Materials (if unsure, consult the Office of Environmental and Safety)
- x Hazardous Waste Removal
- x Greeting/Holiday Cards
- x Items for non-University Purposes
- x Insurance / Vehicle Insurance / Ticket Insurance / Ticket Cancellation Insurance, etc.
- x Laundry and Cleaning of Personal Items
- x Leases Rental² Land or Property
- x Legal Services
- x Live Animals
- x Mailing Services (Bulk)
- x Maintenance or Service Agreements
- x Meals for University Travel (exceptions per University Travel Policy with prior approval from Procurement)
- x Medical Services
- x Mini-Storage for University Owned Items
- x Money Orders
- x Moving Expenses
- x Pagers
- x Parking Services (Ex. Valet Services)
- x Party Supplies/Holiday Decorations and Supplies
- x Personal Expenses/Purchases (Amazon, paypal, groceries, fans, heaters, radios, etc.)
- x Pre-Paid Cards, Telephone Cards etc.
- x Prizes/ Gifts /Awards / Plaques, Gift Cards (not taxable expenses when not justified as benefiting the University)
- x Radioactive Materials
- x Relocation of Household Goods
- x Sales Tax
- x Software² Multiple License Agreements requiring a UAH signature
- x Specialty Gas or Cylinders

Split Transactions To avoid the single purchase limit unless the items are available on University contracts.