## PROCARD UNALLOWABLE PURCHASES

**Waiver Required for Exceptions**

### Representational Expenses
- Flowers/Holiday decorations
- Food items and Catering (does not include Field Camp or classroom usage)
- Entertainment expenses
- Gifts, donations, or contributions to individuals or organizations
- Recreational activities (Bowling, Lazer Tag, etc.)

### Commodities
- Items $5,000 or greater (NOTE: Computers under $5,000 are ordered on the Computer Supply account code.)
- Capital Equipment (Equipment with a value of $5,000 or more)
- Firearms or ammunition
- Restaurant meals
- Hazardous Materials (allowed if approved by department Safety Officer)
- Drug Enforcement Agency licensed substances
- Contracts
- The purchases of live vertebrate animals on the ProCard are not allowed. Any live animal purchases must be coordinated through the animal facility managers (Jason Jack).

### Services

**Allowed:**
- Memberships/Dues (you must follow the cost accounting rules on these items)
- Conferences/Registrations (you must follow the cost accounting rules on these items)
- Freight/Shipping (report charges in account 3351)
- Postage (report charges in account 3444)
- Advertising, including faculty and staff recruiting (ad must be approval by HR)
- Intellectual Property Issues: Small dollar web page design, web hosting, or similar services on your ProCard, there are intellectual property issues involved. Must be pre-approved by Procurement Officer

**Unallowable:**
- Charters of any kind – boat, plane, bus
- Leases
- Travel and travel related expenses –airline, rail, bus tickets, vehicle rental, meals, lodging
- Contracts requiring authorized signatures
- Moving expenses
- Removal of hazardous or radioactive materials
- Consulting services
- Medical Payments

### Other
- Unauthorized Restricted Fund Purchases
- Contract purchases to Non-contract providers
- Gift Cards
- Payments to individuals, employees, or students for any reason
- Honorarium payments
- Student aid payments
- Unauthorized personal memberships or subscriptions
- Refunds of revenue
- Time payments
- Pyramiding (multiple purchases to cover same transaction)
- Tuition payments
- Cash or cash type transactions
- Personal purchases (regardless of intent to reimburse)

Questions, clarification contact Helen Connor at 474-6465, Helen.connor@alaska.edu