

# PROCARD UNALLOWABLE PURCHASES

## Waiver Required for Exceptions

<b>Representational Expenses</b>	<ul style="list-style-type: none"> <li>• Flowers/Holiday decorations</li> <li>• Food items and Catering (does not include Field Camp or classroom usage)</li> <li>• Entertainment expenses</li> <li>• Gifts, donations, or contributions to individuals or organizations</li> <li>• Recreational activities (Bowling, Lazer Tag, etc.)</li> </ul>
<b>Commodities</b>	<ul style="list-style-type: none"> <li>• Items \$5,000 or greater (NOTE: Computers under \$5,000 are ordered on the Computer Supply account code.)</li> <li>• Capital Equipment (Equipment with a value of \$5,000 or more)</li> <li>• Firearms or ammunition</li> <li>• Restaurant meals</li> <li>• Hazardous Materials (allowed if approved by department Safety Officer)</li> <li>• Drug Enforcement Agency licensed substances</li> <li>• Contracts</li> <li>• 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).</li> </ul>
<b>Services</b>	<p><b>Allowed:</b></p> <ul style="list-style-type: none"> <li>• Memberships/Dues (you must follow the cost accounting rules on these items)</li> <li>• Conferences/Registrations (you must follow the cost accounting rules on these items)</li> <li>• Freight/Shipping (report charges in account 3351)</li> <li>• Postage (report charges in account 3444)</li> <li>• Advertising, including faculty and staff recruiting (ad must be approval by HR)</li> <li>• 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</li> </ul> <p><b>Unallowable:</b></p> <ul style="list-style-type: none"> <li>• Charters of any kind – boat, plane, bus</li> <li>• Leases</li> <li>• Travel and travel related expenses –airline, rail, bus tickets, vehicle rental, meals, lodging</li> <li>• Contracts requiring authorized signatures</li> <li>• Moving expenses</li> <li>• Removal of hazardous or radioactive materials</li> <li>• Consulting services</li> <li>• Medical Payments</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Unauthorized Restricted Fund Purchases</li> <li>• Contract purchases to Non-contract providers</li> <li>• Gift Cards</li> <li>• Payments to individuals, employees, or students for any reason</li> <li>• Honorarium payments</li> <li>• Student aid payments</li> <li>• Unauthorized personal memberships or subscriptions</li> <li>• Refunds of revenue</li> <li>• Time payments</li> <li>• Pyramiding (multiple purchases to cover same transaction)</li> <li>• Tuition payments</li> <li>• Cash or cash type transactions</li> <li>• Personal purchases (regardless of intent to reimburse)</li> </ul>

Questions, clarification contact Denise Moe at 907-474-7374 (email [dlmoe@alaska.edu](mailto:dlmoe@alaska.edu))