



Procurement Card Manual

RESTRICTED/PROHIBITED PROCUREMENT CARD PURCHASES AND ACTIVITIES **

Please contact Purchasing for assistance if you have a need that may not comply with this program.

** Certain "Restricted Items" may be purchased through the ESM on-line ordering system and charged to the University Procurement Card. Visit the Department of Purchasing website for more information about the ESM on-line ordering system, including a current list of items available through the system.

RESTRICTED ITEMS	Example/Comment
Advertising	Legal Notices, Job Advertising, Internet, Publications. - Institutional Marketing must be contacted.
Alcoholic Beverages	Except as allowable under The Allowable Entertainment and Other Discretionary Expenses Chart .
Appliances	Air Conditioners, Heaters, Refrigerators, Stoves, Ovens, Washer, Dryers, Microwaves, Coffee Pots, Toasters, etc.
Cash Advances	
Computers, Electronic Communication Devices	Laptops, Tablets, PC's, iPads, Cell Phones, Two-way Radios, Telecommunication Equip., Printers, Copiers, Faxes, etc. Online University Computer Store must be consulted for all purchases of computer systems, equipment, & software.
Drugs	
Copiers, Printers	Contact Printing Services
Furniture	All furniture - contact buyer for University contracts
Gasoline or Fuel	The Voyager Card, issued by the State of Ohio, is available through The Department of Purchasing and exempt from fuel and gasoline taxes.
Gift Cards	Exceptions under limit circumstances: e.g. Grants -incentives for participation in a research study. Gift Cards can be purchased through the Zip Card Office with an on-campus order form. Cards are available for all on-campus and many off-campus merchants. See Dining Services web site for a complete list of merchants. http://www.uakron.edu/zipcard/accepting-locations.dot
Guns, Weapons, Ammunition or Other Explosive Devices	



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Hazardous Chemicals	Defined as any chemical with the following information on the label: explosive, flammable, oxidizer, corrosive or poison and with either a flammability, health or reactivity designation factor above one (1); see special notes on Hazardous Chemical purchases below) (2) exemptions may be granted for specific users and departments
Insurance	Rental cars, Travel, etc.,- no additional coverage.
Inter-Departmental Purchases	Computer Store, DocuZip, etc.
Leases	Copiers, Vehicles, Parking Spaces, Storage Space, Printers, Equipment, etc.
Printing	For all off-campus printed materials, departments are required to work with Institutional Marketing for prior approvals
Purchases that exceed your per transaction limit	
Pyramiding/Splitting Transactions	In any form mentioned above or any other attempt to make a transaction outside the parameters of your procurement card. PYRAMIDING IS NOT PERMITTED WITHIN THE PROCUREMENT CARD PROGRAM
Bio hazardous or Radioactive Materials, Lab Chemicals	
Rentals (except Vehicles - through University Contract)	Including but not limited to Tools, Tents, Property, Storage, Equipment, Halls, etc.
Security Systems	Including but not limited to Audio Video, Alarms.
Services	Including but not limited to: Construction, Professional, Personal, Performance, Lectures, repairs to any equipment on campus property (repairs may be charged to Procurement cards if the repair is done off campus property).
Services - Catering on Campus	Contact Dining Services
Software	
Telephone, Cellular Phones, Pager Equipment & Supplies	This type of equipment must be purchased through the Department of Telecommunications. There are existing contracts in place and must be compatible with the networks.
Toners, Printer ink	Use office supply program; Central Stores for bulk University stock
Vehicle Purchases	The University has existing contracts for better pricing, contact The Department of Purchasing