APPENDIX A  Procurement Card Restrictions

Listed below are selected goods and/or services that may not be purchased using a University of Kentucky Standard Procurement Card.

Restricted Goods/Services/Uses

- Alcoholic Beverages
- Automatic Teller Machines/Banking Services/Cash Advances
- Attorneys/Legal Services
- Catering Services (See Quasi Restricted Goods/Services/Uses below.)
- Civic/Private/Service Club Memberships
- Communication Services/Cell Phones/Pagers/Internet Services etc.
- Consulting Services
- Flowers
- Insurance
- Jewelry
- Medical Services
- Meals/Restaurants
- Prescription Drugs/Controlled Substances
- Snacks/Refreshments for Office Use
- Temporary Help Services
- Weapons/Ammunition

Note: The University’s Discretionary Expenditure Policy lists categories of items that are not allowed on the Standard Procurement card unless specifically noted. As with any transaction, when these categories are allowed on the Standard Procurement Card the department must:

1) Maintain detailed receipts for the purchase.
2) Clearly document the business purpose.
3) Include a listing of the names of UK faculty/staff attending meetings/events or activities where the food is served with the documentation, if applicable.
4) Adhere to the University’s transaction approval requirements.
Quasi Restricted Goods/Services/Uses

A. **Airline Tickets** – Airline tickets are only allowed when purchased through the University’s preferred travel agencies with a Standard Procurement Card that has been approved for travel.

B. **Catering Services** – Catering Services purchased through UK Catering, The Club at UK’s Spindletop Hall and The Hilary J. Boone Center require the use of a Procurement Card. Off Campus/Non UK Catering Services are not allowed on a Standard Procurement Card.

C. **Food Products** – Funding of all purchases of food products from a grocery store by a Procurement Card must be in strict accordance with the University’s [Discretionary Expenditure Policy](#). Departments are responsible for clearly documenting the **business purpose** for purchasing food products from grocery stores, detailed receipts detailing the items purchased must be maintained with a listing the names of UK faculty/staff attending meetings/events or activities where the food is served.

D. **Capital Equipment** – (Also see [Appendix F](#))
   - Any equipment costing $2,000.00 or more may not be purchased by Procurement Card.
   - All equipment costing less than $2,000.00 may be purchased by Procurement Card except as follows:
     - Computers and computing equipment (automatic data processing devices) costing $1,000.00 or more.

E. **Gas Stations** – Gasoline may only be purchased on the Procurement Card when refueling a rental vehicle while traveling on official University Business. The Procurement Card should not be used to purchase fuel for a personal vehicle or a Motor Pool vehicle.