

## Procurement Card Restricted Purchases

### Restricted Commodities

- A. Alcoholic Beverages
- B. Ammunition/Weapons
- C. Cash Advances
- D. Communication Services (cell phones, internet services)
- E. Consulting and Related Services
- F. Flowers
- G. Gasoline
- H. Gifts
- I. Insurances
- J. Legal Services
- K. Caterers
- L. Postage Stamps
- M. Prepaid Phone Cards
- N. Prescription Drugs & Controlled Substances
- O. Promotional Items
- P. Real Estate/Property
- Q. Temporary Help Services
- R. Airline Expenses
- S. Capital Equipment (See Below)
- T. All Other Discretionary Expenses

[www.uky.edu/EVPFA/Controller/files/dispolcy.pdf](http://www.uky.edu/EVPFA/Controller/files/dispolcy.pdf)

### Restricted Businesses

- A. Florists
- B. Liquor Stores
- C. Grocery Stores
- D. Convenience Stores
- E. Post Offices
- F. Insurance Agencies
- G. ATMs
- H. Attorneys
- I. Jewelers
- J. Gasoline Distributors
- K. Memberships
- L. Restaurants
- M. 1099 Reportable Vendors
- N. Medical Services
- O. Rent/Lease Payments

### Quasi Restricted Purchases

- A. Airline Tickets – Only airline tickets purchased through the University's preferred travel agencies are allowed on Procurement Cards that have been specifically approved for airline expenses. UK's preferred travel agencies are Avant Travel and AAA.
- B. Food Products – All purchases of food products made by Procurement Card must be in strict accordance with the Discretionary Expenditure Policy funding requirements. The department is delegated the responsibility to adhere to the University's requirements for appropriate documentation, funding and approval.
- C. Capital Equipment – (Also see Appendix H in Procurement Card Manual)
  - 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.

Note: Technology related equipment and supplies may be purchased on eBay by Procurement Card. For details go to <http://www.uky.edu/Purchasing/ebuy/>.