

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. (See Quasi below.)
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:

- a) Maintain detailed receipts for the purchase.
- b) Clearly document the business purpose.
- c) 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.
- d) Adhere to the University's transaction approval requirements.

Quasi Restricted Goods/Services/Uses

- A. **Airline Tickets** – A Standard Procurement Card that has been approved for travel can be used to purchase airline tickets for official University travel (dates and location) only through the University’s designated travel vendors (AAA Corporate Travel Services, Avant Travel, or online booking tool Concur).
- 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 \$5,000.00 or more may not be purchased by Procurement Card.
- 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.
- F. **Communication Services** – Pager services are allowed with a Standard Procurement Card through Spok Communications.