The purchasing card (PCard) is a fast, flexible purchasing method for low-dollar goods and services that are not otherwise restricted by university policy. The BSC has enhanced the PCard program by allowing more flexibility for PCard users. Here are some allowable purchases on LOCAL FUNDS:

- Memberships
- Services, such as maintenance, calibration, repair, photo/digital processing (with no contract/agreement)
- Equipment Rentals (with no contract/agreement)
- Flowers/Plants (per university policy)
- T-Shirts for student organizations (with no university branding)
- Printing (with prior approval from Printing Services)
- Computers, iPads, software, iPods, PDA's – device only (per university policy)

Restricted Purchases

Any purchase with branding/logo/spirit marks: plaques, mugs, shirts, pens
Alcoholic Beverages
Advertising
Animals
Awards
Cash Advances
Cell phones/iPhones/voice and data plans
Chemicals, restricted
Consulting or other professional service
Contributions
Controlled substance/drugs/apparatus
Cylinder gases
Donations

Dues, recurring payments
Give-a-ways
Incentives
Insurance
Internet Provider Services/Domain/Websites
Leases with agreement
Maintenance agreements
Entertainment
Fabrications of equipment
Gasoline/Fuels
Gifts
Gift cards and/or Certificates
Notary Fees
Patient/Study Participant
Personal items
Plaques
Postage Stamps
Prizes

Promotional Items
Professional Services
Purchases involving equipment trade-ins
Radioactive materials
Rentals with agreement
Restaurant dine-in
Telephone services/equipment
Temporary personnel
Toll Tags
Travel and related expenses
Trophies
Tuition and Fees
Software Licenses
Sponsorships
Used equipment
Utilities
Warranties
Weapons/ammunition

Description of Categories (within Citibank GCMS system)

Books
Books (Library Use Only)
Chemicals (non-restricted)
Clothing (educational use/student org)
Clothing (uniforms)
Coffee/Water service
Computers
Computer Printers over $500
Computer Printers under $500
Computer Parts & Accessories
Consumable Supplies
Copying/Reproduction
Embroidery
Equipment, Controlled over $500
Equipment, Not Controlled
Food (classroom use only)
Food (non-classroom use, local funds only)

Freight/Shipping
Flowers/Plants (no state funds)
Furniture
Maintenance/Repair (computer equip)
Maintenance/Repair (equipment)
Maintenance/Repair (automotive)
Memberships (local funds only)
Services (no terms/conditions/contract/agreement/state funds)
Registrations
Rent, Booth (no contract/agreement/local funds only)
Rent, Equip (no contract/agreement/local funds only)
Software, purchase to own
Software Licenses (no contract/agreement)
Subscriptions
Telecom Equipment (ITSS Telecomm Use Only)
Translation service
Waste Disposal (Safety Office Only)