

# Prohibited Purchases

The P-Card may not be used for the purchase of the following prohibited items:

- Purchases from University employees, their spouses, parents or children.
- Purchases from business concerns of which an employee (or an employee's spouse, parent(s) or children) is a sole or principal owner, major officer or primary employee.
- Purchases when the vendor requires an agreement or any contract to be signed by an authorized University representative.
- Employee expenses while in travel status, except air, rail and bus transportation.
- Fees or expenses for attorneys, consultants, health care providers, and independent contractors
- Capital Development Board purchases
- Cash advances
- Charter bus and charter air services
- Chemicals as specified in OBFS BFPP Section 7.6 for specific precursor and chemicals/toxins

## Precursor Chemicals

Anthranilic Acid  
Benzyl Cyanide  
Ephedrine  
Ergotamine  
Ergonovine  
4-Methylene  
Dioxyphenyl-2-Propanone  
N-Acetylanthranilic Acid  
Norpseudoephedrine  
Phenylacetic Acid  
Piperidine  
Pseudoephedrine

## Chemicals/Toxins

Abrin  
Botulinum neurotoxins  
Clostridium perfringens epsilon toxin  
Conotoxins  
Diacetoxyscirpenol  
Ricin  
Saxitoxin  
Shigatoxin and Shiga-like ribosome inactivating proteins  
Staphylococcal enterotoxins  
Tetrodotoxin  
T-2 toxin  
Tetrachlorodibenzo-p-dioxins  
Pentachlorodibenzo-p-dioxins  
Hexachlorodibenzo-p-dioxins  
Tetrachlorodibenzofurans  
Pentachlorodibenzofurans  
Hexachlorodibenzofurans  
Trichlorophenols  
Tetrachlorophenols  
Pentachlorophenols  
Any tri-, tetra-, or pentachlorophenoxy derivative acids, esters, ethers, amine and other salts

The chemicals/toxins are on the P-Card prohibited purchase list because they are either regulated as select agents, or they are regulated by the EPA and there is not disposal outlet.

Always consult OBFS Business and Financial Policies and Procedures manual, [Section 7.6 University P-Card](#).

# Prohibited Purchases – continued

The P-Card may not be used for the purchase of the following prohibited items:

- Drugs and pharmaceuticals
- Fuels (including, but not limited to, alcohol, ethanol, gasoline, diesel, kerosene, propane, fuel oil, aviation and any other combustible liquid gases)
- Furniture with a unit cost of \$500 and above
- Gift Certificates and Gift Cards
- Imported goods that must go through customs
- Lab or specialty gases (examples: liquid nitrogen, helium)
- Laboratory animals
- Laminar flow fume hoods and biological safety cabinets
- Maintenance Contracts
- Professional and Artistic Services
- Radioactive materials
- Recombinant deoxyribonucleic acid (RDNA)
- Services involving labor, which includes installation charges, indemnity, and/or insurance requirements (examples: tent rental, catering, on-site repairs) (Note: Campuses may have master contracts which allows P-Card use with specific vendors.)
- Trade-in of equipment that is inventoried
- Vehicle purchases or rentals (such as, autos, trucks, and cycles)
- Weapons, ammunition, or detonating equipment or material

Always consult OBFS Business and Financial Policies and Procedures manual, [Section 7.6 University P-Card](#).

# Restricted Purchases

There are certain expenditures which are considered restricted. If you meet the corresponding requirements, and have the appropriate funding, you may be able to use your P-Card to purchase the goods. Before making purchases of the following commodities, review the corresponding policy for additional requirements:

**Alcoholic beverages** may be purchased according to the policy established in [Section 8.12, Business Meals and Refreshments](#).

**Business meals** may only be purchased according to policy established in [Section 8.12, Business Meals and Refreshments](#).

**Computer software** may be purchased if the vendor does not require a signed license agreement or contract. At UIS and UIUC contact CITES, at UIC contact ACCC for assistance.

**Flowers/floral arrangements for employees** may only be purchased for certain occasions. (See [Section 8.13, Allowability and Funding of Certain Expenditures](#) for additional information.)

**Food and beverage supplies and small electrical appliances for official office reception areas** are allowable if the purchase is in compliance with [Section 8.13, Allowability and Funding of Certain Expenditures](#).

**Inter-departmental transactions** - The use of the P-Card for "internal" transactions is allowable for units that sell primarily to external customers, including auxiliaries and activities. For example, use of the P-Card is allowable at Campus Union Operations, University-owned bookstores, campus convenience stores, Conferences and Institutes, Division of Intercollegiate Athletics, and other University sponsored programs and events. However, gift cards and gift certificates may not be purchased from either internal operations or external vendors with a P-Card (see [Prohibited Items](#) above).

**Off-campus repair of equipment by corporations** may be charged on a P-Card if the amount of the repair is known in advance to be less than the cardholder's maximum per transaction limit.

**Postage Stamps** cannot be purchased with a P-Card if the purchase is from State funds. All postage stamps purchased from State funds must be perforated with a block "I" for identification purposes. Non-perforated stamps purchased from a Post Office or other mailing service, including on-line providers, are allowable P-Card purchases only if purchased using institutional, gift, and endowment, and service plan funds. For additional information, see [Section 8.13 Allowability and Funding of Certain Expenditures, Postage Stamps](#).

**Rentals or leases from corporations** may be made using a P-Card if they will not result in multiple payments or if a contract or agreement is not required. (Rental of motor vehicles with a P-Card is prohibited - see [Prohibited Purchases](#) section above.)

**Signs** may be purchased if there is no installation to be done by the vendor and if the unit has written approval in advance that the sign meets campus and Americans with Disabilities Act (ADA) requirements. (At UIC, obtain approval from Facilities Management; at UIS, obtain approval from Physical Planning and Operations; at UIUC, obtain approval from Project Planning and Facility Management.)

**Space heaters** may be purchased if the unit has obtained approval from the Facilities Management (UIC); Physical Planning and Operations (UIS); or Operation and Maintenance Division, Chief Engineer, Mechanical Sections, (UIUC).

Always consult OBFS Business and Financial Policies and Procedures manual, [Section 7.6 University P-Card](#).

# Restricted Purchases – continued

**Typesetting, printing, and binding (including office forms)** may be purchased if:

- The department has complied with any campus regulations governing such purchases (see [Campus Administrative Manual](#) at UIUC).
- At UIS, all printing, binding, and typesetting procurement requirements must be reviewed by the Campus Services and the Purchasing Division prior to a P-Card purchase.
- The vendor confirms compliance with requirements to use soybean oil-based ink.
- The vendor confirms it will meet the prevailing wage requirements.

**Note:**

Printing trade customs allow for plus or minus 10% in over/under-runs. Departments should be certain the final order will be under the cardholder maximum transaction limit before using a P-Card for the purchase.

The University has standards for certain stationery materials including items with logos, items with the University of Illinois Seal, and business cards. If using off-campus sources for printing these materials, departments must obtain written confirmation from the campus to ensure that the proposed materials conform to those standards prior to making the purchase.

Departments must purchase stationery and other printed products with recycled material content whenever cost, specifications, standards, and availability are comparable to products without recycled content.

**Telecommunication equipment (other than phones or answering machines)** may be purchased if the department receives approval from Academic Computing and Communications Center (ACCC) (UIC), Telecommunications (UIS), or Campus Information Technologies and Educational Services (CITES) (UIUC), for the purchase. Additionally, at UIUC, networking equipment (wired and wireless) that must be connected to the campus network requires approval by CITES, Network Design Office (NDO) prior to purchase.

Always consult OBFS Business and Financial Policies and Procedures manual, [Section 7.6 University P-Card](#).