

# P-CARD RESTRICTIONS

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## RESTRICTED PURCHASES ON THE P-CARD

All transactions must be in compliance with federal and state laws, University policies and procedures, and the guidelines contained in this manual. Because of this, some types of purchases are restricted or limited on P-Cards. The following table is intended to be a reference for cardholders to use when determining what is allowed to be purchased using a P-Card. You are encouraged to read all applicable [University policies](#) regarding appropriate purchases and expenditures, especially [Policy 204](#) and its associated [Guideline](#), as well as [Campus Standards](#).

UNAUTHORIZED TRANSACTIONS BY LAW	REFERENCE
Split Transactions	UT Code §63G.6a.2404.3
Personal Purchases	UT Code §53B:7.1.106
UVU INAPPROPRIATE PURCHASES	REFERENCE
Breakroom Supplies	Guideline <sup>1</sup> : p. 9
Child Care Expenses	Guideline: p. 6
Flowers for Office Use, Holidays, & other Special Occasions	Guideline: p. 8
Holiday Cards for Intra-Campus Use	Guideline: p. 9
Hot Plates & Stoves	Guideline: p. 6
Loans	Guideline: p. 10
Personal Laundry / Dry Cleaning	Guideline: p. 9
Student Scholarships, Grants or Awards for Tuition/ Tuition Waivers	Guideline: p. 6
Towing / Traffic / Parking Tickets & Related Expenses	Guideline: p. 12

**Table continued on next page**

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<sup>1</sup> Refers to President’s Council Guidelines & Protocols: Appropriate Expenditures

<b>RESTRICTED PURCHASES ON THE P-CARD</b>	<b>REFERENCE</b>
Audio Visual Equipment Including TVs / Projectors	Campus Standards
Business Cards <sup>2</sup>	Campus Standards
Clothing	Campus Standards
Computer Desktops / Laptops / Tablets / iPads / Printers / Cellphones	Campus Standards
Construction / Remodeling / Wall Attachments	Campus Standards
Furniture / Furnishings / Lamps / Clocks	Campus Standards
Gasoline / Fuel	Campus Standards
Independent Contractor Payments / Payments to Individuals	Policy 210
Items with UVU Logo(s) / Department Logo(s)	Campus Standards
Leases / Rental Agreements / Contracts	Policy 247
Networking Equipment / Wireless / Switches	Campus Standards
Travel Related Expenses	Policy 251
Vehicles	Policy 251
<b>PURCHASES REQUIRING PRIOR EXECUTIVE APPROVAL</b>	<b>REFERENCE</b>
Clothing from UVU Bookstore for Gifts (In-Stock Inventory) <sup>3</sup>	Campus Standards
Flowers	Guideline: p. 8
Food	Guideline: p. 8
Gift Cards for Non-Employees <sup>4</sup>	Guideline: p. 6, Policy 211
Gifts / Awards / Prizes <sup>5</sup>	Guideline: p. 6
Holiday Decoration for Public Areas	Guideline: p. 9
Memberships / Credentials / Licenses	Guideline: p. 10
Tickets / Entertainment	Guideline: p. 11
<b>PURCHASES REQUIRING PRIOR VP APPROVAL</b>	<b>REFERENCE</b>
Annual Social	Guideline: p. 7
Non-professional memberships	Guideline: p. 10

**See pg. 13 for more information about approvals.**

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<sup>2</sup> Business Cards may be purchased from Printing Services.

<sup>3</sup> This is an exception; typical clothing purchases may not be purchased on the P-Card.

<sup>4</sup> See page 10 of this manual for additional requirements regarding Gift Cards for Non-Employees.

<sup>5</sup> Review restricted purchases: UVU Logo / Department Logos