

This list is not all-inclusive, but is intended to give ProCard users a great deal of guidance regarding appropriate usage and items that are considered disallowed. Prior to using the card, this list must be reviewed in its entirety. The purchase of an item included on this list will result in Consequences.

The ProCard is not to be used for the following:

- Alcoholic beverages
 - Beer and wine may be purchased at a grocery store. Guidelines regarding the procurement of beer and wine can be found [here](#).
- Ammunition, Explosives and Weapons
- Animals
- Auction items
- Banquet or Gala Admittance
- Cash advances of any type
- Cell phones and cell phone related monthly charges
- Communication Design Services
 - Design Services
 - Graphic Design
 - Website Design and Development
 - Brand and Logo Development
- Construction, Renovation Services and Public Works Projects
- Contractual Agreements of any type that involve a signature. These include click through agreements.
- Consulting Services
- Copiers and Copier Maintenance
- Copyright
- Co-Sponsorships
- Cylinder Gases
- Deposits
- Donations or Contributions
- eBay or any other used equipment valued over \$500 per individual item. All individual items exceeding \$500 require prior approval from the Central ProCard Office.
- Editing Services
- Entertainment Related Items Accompanied by a Completed OOEF that are not the following:
 - Groceries purchased from grocery stores
 - Baked goods purchased from [bakeries](#)
 - Considered water or coffee services
 - [Flowers](#) or Plants (shipment to non-UT addresses is considered ok for flowers; local funds only)
- Fees associated with misconduct or misuse (tickets, late fees, penalties)
- Gasoline
- [Gifts/Donations](#)
- [Gift Cards for employees](#)
- [Hazardous](#) Chemicals and Materials
- Insurance
- Items prohibited from purchase under grant or research contracts
- Landscaping
- Lasers: Class 3 and 4
- Leases & Lease – Purchases or any other time payment
- Lecture Services
- Medical Services
- Moving Services

- Narcotics, Prescription Drugs and Controlled Substances
- Office Supplies – traditional office supplies must be purchased from Today’s Business Solutions. An example listing of traditional office supplies can be found [here](#).
- [Parking](#)
- [Parking Permits](#)
- Patent Royalty Fees
- Personal Items
- Personal Services
- Photography and Videographer Services
- Professional Services within the scope of the practice, as defined by state law of:
 - accounting
 - architecture
 - landscape architecture
 - land surveying
 - medicine
 - optometry
 - professional engineering
 - real estate appraising
 - professional nursing
 - interior design
- Precious Metals
- Radioactive Materials
- Rental of Individual Items exceeding \$100 per item. The total transaction cost may not exceed \$500.
- Rental of Storage Containers
- Rental of Vehicles
- Repair of Computer Equipment
- Repair of University Property that doesn’t fall under the scope of work performed by facility services.
- Security Services
- Sensitive Information – Applies to items considered Confidential, Proprietary or a Liability to the University.
- Social Club Dues
- Software that collectively exceeds **\$1000 or more per month (link to ISO)**
- Sponsorships
- Telecommunication Services
- [Towing](#)
- Trademark and Licensing
- Trade-in Equipment
- Transcription Services
- [Travel and Travel Related Items](#)
- Tuition
- TX Tags and toll roads
- Vehicles, Vehicle Rentals and associated vehicle related costs
- Veterinarian Services
- VISA’s and Embassy Related Registration

EMERGENCY PURCHASES

The ProCard may be used when there is an emergency need for an item or service that is necessary for the continuance of critical daily operating functions. Lack of planning or failure to allow adequate lead-time for the processing of payment does not constitute an emergency. A justification stating the reason the purchase qualified as an emergency will need to be approved by the Central ProCard Office and included with the voucher payment and within the Notes of the document.