

PCard Allowable Purchases

Allowable purchases must be for official University related business with a clear business and/or research purpose. When applicable, purchases must be made via myUF Market. The following list contains examples of items that can be purchased with the PCard. As always, all PCard purchases are subject to review.

Please note: This list includes examples and is NOT all inclusive. If you are unsure if the PCard can be used to make a purchase, please contact the PCard Team at pcard@ufl.edu.

- Administrative Fees Licenses
 - Background Check, Degree Verification, Fingerprinting, Notary License
 - Passport
- Advertising
 - Employment Journal Magazine
 - Newspaper Radio Research Participant
 - Television
- Arts and Crafts Supplies
- Audio Visual Equipment (less than \$5,000.00)
- Batteries
- Books and Publications Library
- Books Non-Library (less than \$5,000.00)
- Building Maintenance and Repair Supplies
- Business Association and Membership Dues – See [Disbursements Directives](#)
 - Membership Dues
 - Professional Associations
- Camera Supplies/Video Equipment/Digital
- Camera (less than \$5,000.00)
- Car Vehicle Detailing Service – UF/State vehicles only
- Cleaning/Janitorial Supplies
- Compressors (less than \$5,000.00)
- Computer Maintenance Support
- Computer PDA (less than \$5,000.00)
- Computer Supplies and Parts (less than \$5,000.00)
- Computers (less than \$2,000.00)
- Cooling AC Supplies
- Copier Fax Printer Service and Supplies
- Courier Delivery Service
- Dental Lab Fees or Services
- Dental Supplies
- Digital Camera Camcorder (less than \$5,000.00)
- DVD Players Recorders (less than \$5,000.00)
- Electric Utilities
- Electrical Hardware Supplies
- Electrical Wire or Cable
- Electronic Supplies
- Equipment Maintenance and Repair Supplies
- Fax Equipment (less than \$5,000.00)
- Fertilizers Soil Conditioners
- Film and Recording Media
- Flowers – lab and research only
- Flowers – Other – See Conditional List (right column)
- Furniture (less than \$5,000.00)
- Garden Tools (less than \$5,000.00)
- Gas Cylinder Rental or Lease Payment
- Gases Industrial or Specialty
- Hardware Nails Screws Bolts
- Hotels and Motels – Meeting Space ONLY
- Hotels and Motels – Lodging - See [Travel](#) (Conditional Purchases)
- Lab Coats or Scrubs
- Lab Consumable Supplies
- Lab Equipment Maintenance
- Lab Scientific Equipment (less than \$5,000.00)

- Mailing Supplies
- Medical or Lab Services Fees
- Medical Supplies
- Meeting Facilities
- Motors Generators (less than \$5,000.00)
- Musical Supplies Items (less than \$5,000.00)
- Network Routers (less than \$5,000.00)
- Office Equipment (less than \$5,000.00)
- Office Supplies
- Oil and Gas Utilities
- Pagers – Paging Services
- Paint and Painting Supplies
- Paper – Copier or Printer
- Parking Fees Road Tolls
- PDA Accessories (less than \$5,000.00)
- Photocopying
- Photographic Service
- Plumbing Fixtures and Supplies
- Postage (Bulk Mail)
- Printer / Copier (less than \$5,000.00)
- Printing and Reproduction
- Projector Supplies or Bulbs
- Publications Reprints
- Publishing
- Regalia
- Signs Banners (less than \$5,000.00)
- Software (with Procurement’s approval of license agreements)
- Sports Equip Supplies (less than \$5,000.00)
- Storage Lockers (less than \$5,000.00)
- Subscriptions – Database and periodical
- Teacher Resource Materials
- Telephone Service
- Toner Cartridges
- Tools (less than \$5,000.00)
- Uniforms
- Vehicle Maintenance and Repair Services
- Vehicle Parts and Supplies
- Veterinary Drugs
- Welding Supplies
- Window Treatments Blinds

PCard Conditional Purchases

The following types of purchases may be made with the PCard but only under certain conditions or circumstances and with the proper funding source. The list contains hyper-links which will provide more information to help identify the special requirements or documentation for these types of purchases. The purchase must benefit the University, demonstrate a business purpose for the unit, or further the research purposes of the University.

- 3D Printers – **EH&S preapproval required; see EH&S [3D Printer Policy](#)**
- Awards – See Section B “Awards” of [Disbursements Directive #4](#))
- Cellular/Mobile Telephone and Service – See Finance and Accounting Directives and Procedures, [Telecommunications](#), 2. Cell Phones and Similar Wireless Communication Devices, 4. Option 2. Additional information can be found the [Cell Phone/Wireless Communication Devices](#) FAQs on the Finance and Accounting website.
- Clocks (less than \$5,000.00) – See Section A “General Guidelines” of [Disbursements Directive #3](#), and Section C “Purchases of a Personal Nature” of [Procurement Directive #9](#)
- Cooking Range Stoves – See Section P “Hazardous Materials and Equipment” of [Procurement Directive # 13](#)
- Drones- See [Unmanned Aircraft System \(UAS\) Policy & Procedures](#)
- Education Certificates or Diplomas – See Section C “Educational Courses” of [Disbursements Directive #4](#)
- Equipment Maintenance Contract – See Section F “Maintenance or Service Agreements” of [Procurement Directives #13](#), and section H “Contracts” of [Procurement Directives #13](#)
- Fans (less than \$5,000.00) – See Section A “General Guidelines” of [Disbursements Directive #3](#), and section C “Purchases of a Personal Nature” of [Procurement Directive #9](#)
- Flowers – non-lab, non-research
 - The purchase of arranged flowers may be made from an Agency or Foundation (171) funding source only.
 - The purchase of flowers must have a business purpose that benefits the University, State and Department AND be allowable under the fund source used.
- Food/Meals
 - PCards may be used to buy food at grocery stores; caterers and restaurants are excluded. The purchase of food must have a clear business purpose AND be allowable under the fund source used. Allowable funds include 171 Foundation, 191 Student Government, and some Auxiliary funds sources. Some Grant monies can be used for food but the expenditure must be specifically included in the grant. See [Disbursement Directives 3](#) Expenditure Policy, Section B Allowable Expenditures Based on Fund Source, item 3 Contract & Grant funds, and item 4 Other Funds.
 - The purchase of meals while on travel is prohibited. The PCard cannot be used at restaurants. Meals during travel are reimbursed on a per diem basis. See [Travel Directives](#), 9 Lodging, Meals, and Related Expenses, item 2 Meals.

- Gasoline
 - The PCard can be used to purchase gasoline for rental, State, and UF only
 - The PCard cannot be used to purchase gasoline for personal automobiles – See [Travel Directives](#), 8. Travel Directives, 3. Private Automobile.

- Greeting Cards – See [Procurement Directives](#), 9. Unauthorized Purchases, Purchases of a Personal nature.

- Heaters, Space/Portable – See Disbursement Directives, 3. Expenditure Policy, A. General Guidelines. EH&S pre-approval is required. Email EH&S at labsefety@ufl.edu documentation such as a specifications sheet, webpage listing of features, etc. that the space heater meets the following requirements:
 - Is either oil filled or is ceramic – required. This will ensure there is no way to touch the heating elements and cause a fire
 - Has a tip switch – required. Shuts the unit off if it gets tipped over
 - Has a timer to shut off – recommended. Shuts the unit off after a certain time period to minimize fires by the unit being left on.

- Internet Service Provider (ISP) – See [DSL/Cable Internet in Personal Residences](#) DSL or cable Internet connection at a personal residence constitutes an employee perquisite. See the [Perquisites](#) section of UF Human Resource Services’ web site.

- Microwave Ovens – See [Procurement Directive 13](#) “Hazardous Materials and Equipment.”

- Refrigerators/Freezers (less than \$1,000.00) – See Section P “Hazardous Material and Equipment” of [Procurement Directives 13](#)

- Registration for Meetings or Conferences – See [Travel Directives 7](#), Section A “Travel Authorizations.”

- Safety Apparel – See Section Q “Perquisites” of [Disbursements Directive 4](#) – [Perquisite](#) required

- Services that require a contract – See Section H “Contracts” of [Procurement Directives#13](#). Included are such as:

○ Advertising Services	○ Environmental Services
○ Architectural Services	○ Grounds Maintenance Services
○ Cleaning/Janitorial Services	○ Plumbing Heating AC Services
○ Document Storage Services	

- Storage Rental -See Section H “Contracts” of [Procurement Directives #13](#)

- Travel – See [Travel Directives including #5, 7, 8, 9, 11, 12, 16](#)

○ Airline	○ Travel Agency Fees
○ Car Rental	○ Travel Insurance
○ Hotels or Motels	
○ Taxi	
○ Train	

PCard Non-Allowable Purchases

The items listed below cannot be purchased with the PCard regardless of funding source. If you are unsure if something is PCard-allowable e-mail pcard@ufl.edu before making the charge.

- Attorney/Legal Services
- Capital Equipment/Asset items costing \$5,000.00 or more
- Cash Advances – ATM, Money Order, Wire Transfer
- Cash Credits and Refunds
- Coca-Cola Products – See [University of Florida/Pepsi Partnership](#) memo
- Contributions or Gifts
- Gift Cards or Gift Certificates
- Guns and Ammunition
- Household Moves – must be processed through Procurement Services (See the Household – [Moving Made Simple](#) page of the Procurement website)
- Insurance – must be approved and processed through [Risk Management Department](#)
- Leases- Office Space or Residential Space – must be processed through the [Procurement Department](#)
- Liquor/Beer/Wine
- Meals and Restaurant Purchases
- Parking Citations
- Personal Convenience (items that are for personal use or benefit only one person)
- Radioactive Materials
- Any Item Prohibited by Law, Regulation, or Policy
- Anything costing more than your Single Transaction Limit (no splitting of charges to circumvent your Single Transaction Limit)