

School of Fine Arts – Procurement Card Usage

Restricted Purchases

Purchases of these restricted items and purchases in excess of \$4,999.00 or more must be processed via Purchase Order (PO), Personal Service Agreement (PSA) or Special Payroll Authorization.

The Procurement Card is **not** to be used for the following purchases:

- Alcoholic beverages
- Animals
- Business, travel and entertainment related expenses
- Cash advances of any type
- Cell phones and related monthly charges (including video/teleconferencing, e.g. Skype, GoToMeeting)
- Clothing (including for promotional use)
- Computers (any value, including iPad, iPod, Netbooks, Nook, Kindle)
- Construction and Renovation Service (including anything that requires installation)
- Contract Agreements of any type that involve a signature
- eBay or any other auction website
- Equipment (valued over \$4,999.00)
- Food and beverages consumed at vendor's location (i.e., eating in at restaurant or eating at an off-campus location)
- Furniture of any type
- Gasoline (except for State vehicles)
- Gifts/Donations (including flowers for life events and milestones)
- Gift cards – MUST receive prior approval
- Internet service providers
- Items prohibited from purchase under grant or research contract
- Leases and lease-purchases or any other time payment
- Moving services
- Personal use items (IE attaches, Folios, Pen/Pencil Sets, etc.)
- Precious metals
- Prescription drugs and controlled substances
- Printing services
- Radioactive materials

- Rental of vehicles
- Reimbursements of any type
- Signage
- Telephones

Approved Purchases

The following are examples of items that **may be** purchased using the Procurement Card:

- Advertisements
- Animal feed and bedding (purchase of animals is prohibited)
- Catering services (held at UConn locations only, where a signed contract is not required)*
- Conference registrations with Department Dean/Director approval
- Dues and professional memberships (business, technical, professional, and institutional memberships only)
- Floor and window treatments
- Food (take out or grocery store purchases for student activities and official business meetings only)*
- Gasoline (State vehicles only)
- Hardware supplies
- Online purchases for approved items only (site must be secure)
- Maintenance service/repairs
- Office, laboratory, and educational supplies (items not available through central stores)
- Postage (non-metered mail up to \$50.00 value)
- Software and computer supplies
- Subscriptions (Departmental use only)
- Tools, fixtures and miscellaneous apparatus

* Must have a formal agenda, Business Meal Pre-Approval Form signed by the Department Head, and a detailed receipt as backup documentation for all food purchases. **Food may only be purchased for an event held at a UConn campus location.**