Purchases common to Krannert have been highlighted, but ALL Prohibitions/Restrictions apply to you!

Prohibited Purchases ----------

P-Cards may not be used for the following items:

- Business Meals and/or refreshments for a specific event
- Capital Development Board purchases
- Cash advances
- Catering
- Charter bus and charter air services
- Chemicals as specified (specific precursor and chemicals/toxins not allowed for purchase with P-Card)
- Contracts - purchases for which the vendor requires an agreement or involves terms and conditions except as allowed under Restricted Purchases.
- Deposits - transactions that require a deposit involving terms and conditions
- Drugs and pharmaceuticals
- Employee expenses while in travel status; travel status expenses include, but are not limited to:
  - Airport shuttles
  - Automobile rentals
  - Baggage fees
  - Insurance
  - Laundry and dry cleaning
  - Lodging, including reservations, and services
  - Parking
  - Per diem allowance
  - Personal, rental, or system vehicle fuel
  - Taxi cabs
  - Tolls
- Fuels including but not limited to: alcohol, ethanol, gasoline, diesel, kerosene, propane, fuel oil, aviation, and any other combustible liquid or gas
- Furniture with a unit cost of $500 and above
- Gift certificates, gift cards, cash-equivalent prepaid cards (8.1.4 Determine the Allowability of Gifts, Prizes, and Awards to Individuals)
- House accounts; e.g., extension of credit by a vendor allowing the payment of goods or services over a period of time, or on a summary invoice or bill
- Imported goods that must pass through customs
- Lab or specialty gases, including but not limited to: liquid or compressed nitrogen, helium, and oxygen
- Laboratory animals
- Laminar flow fume hoods and biological safety cabinets
- Moving expenses (8.6.8 Pay Professional Movers for Employee Moving Expenses)
- Parking tickets, prepaid tolls, or fines
- Payments for or on behalf of Foreign Nationals
- **Personal purchases of any kind**
- Personal electronic communication services and equipment, including but not limited to: cell phones and accessories, internet service (ISP), cable, satellite, On-StarTM, GPS devices, or any other service that is activated and/or billed in the name of the employee
- Professional and artistic services, including but not limited to: fees or expenses for attorneys, consultants, health-care providers, and independent contractors (17.1 Consultants, Independent Contractors, and Honoraria)
- 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 from system employees, their spouses, parents, or children.
- Radioactive materials
- Recombinant deoxyribonucleic acid (RDNA)
- Rental or lease of equipment or meeting space that is not system-owned, unless listed as an allowable contracted vendor listed on Strategic Procurement - Contracts & Awards page.

- Services involving labor and/or installation; e.g., tent rental, catering (see Restricted Purchases), on-site repairs, furniture setup, unless listed as a contracted vendor at University Procurement Contracts Search
- Trade-in of inventoried equipment
- Travel and lodging expenses for employees and non-employees, including students and guests of the system
- Tuition fees for employees and students, including graduate students (See Tuition Waiver Overview; For employees see: Tuition Waivers; for students see: 1.1.4 How the University Reports Tuition and Fee Waivers)
- Uniforms, including safety shoes
- Vehicle purchases, reservations, or rentals, e.g., autos, trucks, and cycles
- Weapons, ammunition, or detonating equipment or material

Restricted Purchases ----------

P-Cards can be used for the following items when corresponding requirements are met and appropriate funding is available. Related policies are noted where applicable to provide additional information on requirements and procedures before making any purchases from these categories:

- **Beverage and food equipment and supplies for public reception areas** - are allowable if the purchase is in compliance with (8.1.3 Determine the Allowability of Specific Expenditures), and fully documented in the P-Card software.
- **Calling cards** - are allowable if the unit maintains a log of all calls made on the card and reports to Payroll any personal calls made.
- **Computer software and electronic services** - are allowable if they meet the requirements of Restricted Items as outlined in 7.2 Purchase of Goods and Services. The term "electronic services" refers to software developed and hosted by a vendor which the end-user accesses over the Internet. Unlike traditional packaged applications that users install on their computers or servers, the vendor owns the software and runs it on computers in its data center. The customer effectively rents it, usually for a monthly fee. Prior to using a P-Card to purchase allowable software or electronic services with contracts (including 'click-through' agreements), units must complete and retain in their files the Software Purchased by P-Card or the Electronic Services Purchased by P-Card.
- **Conference fees** -use of the P-Card for conference fees is allowable only if there are no lodging expenses included in the cost.
- **Interdepartmental transactions** - are allowable for units that sell to external customers, including auxiliaries and activities; e.g., Campus Union Operations, system-owned bookstores, campus convenience stores, Conferences and Institutes, Division of Intercollegiate Athletics, and other system sponsored programs and events.
- **Memberships** - see 8.1.3 Determine the Allowability of Specific Expenditures for additional information.
- **Off-site repair of equipment by incorporated entities** - are allowable if the amount of the repair is known in advance to be less than the Cardholder's maximum transaction limit and there are no terms and conditions.
- **Postage Stamps** - postage stamps for system mail are allowable from all funds. However, postage stamps purchased with state funds must be perforated with a Block "I" for identification purposes according to Illinois State Statute 30 ILCS 500/25-35. These perforated stamps are available for purchase at:
  - Urbana - Campus Mail (54 East Gregory Drive- Printing Building) or online through Illini Union Campus Mail
  - Chicago - Cashier's Office (809 S. Marshfield Avenue, 1st Floor)
  - Springfield - Campus Services, Mail Department (Building Services Building, Room 139)

  Non-perforated stamps are allowable only from institutional, gift and endowment, self-supporting (when related to the generation of the fund's revenue), and service plan funds.
- **Signs** - are allowable if no installation is done by the vendor and if the unit has written approval in advance that the sign meets university and Americans with Disabilities Act (ADA) requirements. (At University of Illinois at Chicago, obtain approval from Facilities Management; at University of Illinois at Springfield, obtain approval from Physical Planning and Operations; at University of Illinois at Urbana-Champaign, obtain approval from Project Planning and Facility Management).
- **Telecommunication equipment (other than phones or answering machines)** - is allowable if the unit receives approval for the purchase from the university telecommunications office. At University of Illinois at Urbana-Champaign, **networking equipment (wired and wireless)** that must be connected to the university network requires approval by Technology Services Network Design Office (NDO) **prior** to purchase.
- **Typesetting, printing, and binding (including office forms)** - is allowable if the unit has complied with applicable portions of the Illinois Procurement Code and any university regulations governing such purchases (7.2 Purchase of Goods and Services Printing Requirements).