

JCU Purchasing Card

PROHIBITED PURCHASES*

Purchase of some equipment, materials, supplies or services is subject to University policy and legal/technical constraints and, therefore, the Purchasing Card should not be used. Such items must be purchased using other more appropriate purchasing means. The following list of items may not be purchased through use of a Purchasing Card unless prior written approval has been obtained from the P-Card Office:

- Bio-hazardous materials
- Biological or bacteriological viruses purchased live
- Cash advances
- Computers (must be purchased through Information Services)
- Furniture
- Gasoline (for personal vehicles)
- Gifts or donations (including any type of gift card)
- Items for personal use
- Imprinted material (including, clothing, ad-specialty/give-away items, stationery, brochures, etc.)
- Office supplies (must be purchased through on-line Preferred Vendor program)
- Packaged alcoholic beverages
- All Portable electronic devices (including cell phones, i-pods, PDA's, digital cameras, GPS units)
- Prerecorded audio visual materials (including CDs or DVDs)
- Prescription drugs and controlled substances
- Radioactive materials
- Services involving labor, indemnity, and/or insurance requirements
- Vehicle purchase or lease (Excluding short-term vehicle rental)
- Weapons, ammunition and detonating equipment

*Without Pre-Approval of the Purchasing Office