

## **P-CARD NON-ALLOWABLE PURCHASES LIST**

There are items available from merchants that **cannot** be purchased with the P-Card due to existing state contracts and restrictions imposed by Constitutional Amendment 54 or University policy. UALR has developed the following list to make users aware of restricted items. This list may not include all non-allowable items and is subject to change. If in doubt, please contact the Purchasing department.

**Note:** If ANY of these items are purchased on a P-Card it will result in an immediate strike on the P-Card holder's status.

**First strike:** Card will be shut down for 30 days.

**Second strike:** Card will be shut down for 60 days.

**Third strike:** Card will be shut down indefinitely and cardholder may not reapply for a university issued P-Card.

In the event that ANY purchases appear to be fraudulent in nature, the P-Card Administrator reserves the right to immediately shut down the card permanently and contact University administrators to alert them to potential fraud.

This list may be adjusted and evaluated from time to time. Please contact the Purchasing department for any questions prior to making a purchase on the card.

### **CONTRACT ITEMS**

Ammunition

Capital Equipment-Commodity purchases \$2,500.00 and above (including taxes and freight)

Cell Phones

Copier Rental

Custom Continuous Forms

Custom Snap-out Forms

Diploma Inserts and Covers

Envelopes – Plain or Printed

Lawn Care Equipment

Letterhead and Envelopes

Light Bulbs/Ballasts

Office Supplies (other than from OFFICE DEPOT—card may be used in-store only)

Paper Towels

Software-Microsoft and Adobe Products

Stock Continuous Blank Labels

Telephones

Toilet Tissue

Tires (auto, truck, bus, agricultural tires)

Vehicles-New or Used

Vehicle Rental

Xerographic and Print Shop Paper

## **COMPUTERS**

Dell Computers and Laptops

iPads (AT&T Data plans are allowable). iPads must be purchased using a purchase order.

## **AMENDMENT 54**

Printing. The UALR Print shop has first right-of-refusal on all UALR print jobs. Please contact the UALR Print shop first for your printing needs.

## **PERSONAL ITEMS**

Decorative Items (items for non-public areas)

Narcotics/Prescriptions and Other Over-the-Counter Medication

Party/Holiday Decorations

Plaques/Awards Unless Specifically for Students or Guests of State

Regalia

Small Appliances-Microwaves, Toasters, Refrigerators, Coffee Makers

Supplies and Food for Birthday & Other Celebrations

Flowers/Plants/Greeting Cards/Gifts

Please see the University of Arkansas Board Policy 260.1 which addresses gifts for employees and definitions of an Official Function.

## **FOOD AND MEALS**

Alcoholic Beverages

Bottled Water (must be purchased from Sodexo)

Candy, Soft Drinks, Juices and Food (must be purchased from Sodexo or Barnes and Noble)

Coffee

Restaurants/Catering

Cakes/Pastries/Doughnuts (must be purchased from Sodexo)

## **PROMOTIONAL/LOGO ITEMS**

Items That Have the Official UALR Logo and Brand

Novelty Items (mugs, pens, rulers, stress balls, cups, Frisbees, etc.)

Shirts (to include polo style, button down and t-shirts) Note: This does NOT include uniforms for faculty or staff

## **OTHER**

Airfare or Other Travel Expenses

Cash Advances

Cell Phone Services

Certifications

Construction or Remodeling

Fuel/Gasoline

Gifts/Contributions/Sponsorships/Pledges

Gift Certificates/Gift Cards/Shopping Cards (only with prior approval of : Director of Purchasing, Associate Vice Chancellor of Finance or Vice Chancellor of Finance and Administration)

Hotel/Motel Lodging

Internal Service Providers (Printing Services, Parking & Transit, PHPL, Telephone Services)

Items for Non-University Purposes

Medical Service with the Exception of Medical Supplies

Personal Purchases of Any Sort

Phone Cards

Registration Fees (allowed if for an online webinar only)

Restaurants

## **CONTRACTS**

Anything that Requires an Official UALR Signature

### **NOTE**

Additional items that may be of potential concern and/or liability to the University are:

Maintenance Agreements Requiring Signature

Service Agreements Requiring Signature

Site Licensing

Software Licensing

Any Document/ Agreement/Contract/License Agreement that Would Substantially Alter the University's Master Terms & Conditions

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