

# PROCARD UNALLOWABLE PURCHASES

## Waiver Required for Exceptions

Representational Expenses	<ul style="list-style-type: none"><li>x Flowers/Holiday decorations</li><li>x Food items and Catering (does not include Field Camp or classroom usage)</li><li>x Entertainment expenses</li><li>x Gifts, donations, or contributions to individuals or organizations</li><li>x Recreational activities (Bowling, Lazer Tag, etc.)</li></ul>
Commodities	<ul style="list-style-type: none"><li>x Items \$5,000 or greater (NOTE: Computers under \$5,000 are ordered on the Computer Supply account code.)</li><li>x Capital Equipment (Equipment with a value of \$5,000 or more)</li><li>x Firearms or ammunition</li><li>x Restaurant meals</li><li>x Hazardous Materials (allowed if approved by department Safety Officer)</li><li>x Drug Enforcement Agency licensed substances</li><li>x Contracts</li><li>x The purchases of live vertebrate animals on the ProCard are not allowed. Any live an</li></ul>