Purchasing Card Restricted List

The cardholder is ultimately responsible for restricted purchases found within (1) *University Rule 3-100D* outlining PCard policy, (2) *University Rule 3-100E* governing University general purchasing restrictions, and (3) this comprehensive list. The individual funding source or department may add to restricted items within their policies.

**All items below are RESTRICTED.**
For exceptions to specific items, please find them underlined.

- **ADVERTISEMENTS FOR HIRING/HR RECRUITING** — Staff and faculty positions — Must have HR PRN number attached to the invoice with PCard statement
- **AUTOMOBILE EXPENSES** — Parking Fines, Gas, and Fuel
- **CHARITABLE DONATIONS** — Requires a prior approval from PCard office
- **CONSTRUCTION OR REMODELING** — Any structural changes
- **CONTINUING EDUCATION COURSES FOR STUDENTS** — Tuition costs can only be processed by Scholarship Administration
- **CONTROLLED SUBSTANCES** — DEA items, Radioactive substances, Gases, Ethyl Alcohol
- **EMPLOYEE INCENTIVES/BENEFITS/GIFTS** — Refer to University Policy R3-031A
- **FABRICATED AND CAPITAL EQUIPMENT** — Contact PCard office
- **GIFT CARDS THAT ARE MONETARY EQUIVALENTS** — Visa, MasterCard, and AMEX
- **GIFTS, PRIZES, AND AWARDS** — Gift Certificates, Flowers, and Gift Cards all require a gift exemption from the PCard office
- **IMPORTS THAT REQUIRE CUSTOMS CLEARANCE** — Foreign purchases that **do not** require customs clearance are allowed
- **LIVE ANIMALS** — Including but not limited to research, display/entertainment, rental, or other purposes
- **NEW MEMBERSHIPS** — New organization/association memberships — Please contact the PCard Department for prior approval — Renewals of existing memberships are allowed
- **PARKING** — Parking fines, employee parking
- **PERSONAL PURCHASES** — For yourself, university employees, or others
- **SPECIAL SERVICES** — Independent Contractors, Consultants, etc. (anyone non-licensed and self-employed)
- **STUDENT BENEFITS** — Events, Travel, Tuition, Scholarships, Textbooks, Health Insurance, and Stipends
- **TELEPHONE EQUIPMENT** — Installation or service on campus and/or individual cell phone costs
- **TRAVEL** — *University Employees and Students.* This includes:
  - Airline Tickets
  - Inflight Wi-Fi or Internet Services
  - Lodging — Hotels, motels, and houses (including deposits or holds)
  - Vehicle rental, shuttle, and taxi services while travelling out-of-state — **Self-serve moving trucks are allowed**
  - Meals
- **TRAVEL** — *Visitors to the University.* This includes:
  - Airline Tickets
  - Lodging — Hotels, motels, and houses (including deposits or holds) — **University Guest House is allowed**
  - Vehicle rental — **Local shuttle services are allowed**
- **USE OF UNIVERSITY NAME/LOGO** — All vendors must be approved by the Trademark & Licensing Office prior to distributing items with the University Name and Logo. See CLC link on reverse side.
- **VENMO** — This includes sending or receiving payments through any digital wallet app

Revised October 2019
Contact Information

<table>
<thead>
<tr>
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<th>Email Address</th>
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<tbody>
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<td>(801) 587-7859</td>
</tr>
</tbody>
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University Resources

Buying and Payment Guide — The Buying and Payment Guide gives a brief summary of the appropriate payment or procurement method for University purchases. https://fbs.admin.utah.edu/accountspayable/payment/procurement-options/

University Sales Tax Exempt in Other States — This is a list that shows what states honor the Utah State Sales Tax Exemption. https://fbs.admin.utah.edu/tax-services/sales-tax/salestax/

Utah Sales Tax Exemption Certificate — This certificate can only be used when paying directly with University funds. https://fbs.admin.utah.edu/download/secure/TC-721G.pdf

University Trademark and Licensing — When using a University Logo visit: http://www.imgcollegelicensing.com/Licensing-Info/Client-License-List.aspx

J.P. Morgan Chase Resources

If you would like a J.P. Morgan online account, please contact the PCard office

J.P. Morgan Phone Number: 1-800-270-7760

Please have the following information available when calling:

- Your 16-digit PCard number
  - If your PCard is lost or stolen, enter “0”
- You will be prompted for the last four of your SSN, use the last 4 digits of your UNID
- Your campus billing address