

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 HUMAN RESOURCE RECRUITING** — This includes staff and faculty positions — Must have HR PRN number attached to the invoice with PCard statement
- **AUTOMOBILE EXPENSES** — This includes employee parking on campus, parking fines, gas, and fuel
- **CONSTRUCTION OR REMODELING**
- **CONTINUING EDUCATION AND COURSES AT THE U** — Tuition costs should be paid through Scholarship Administration
- **CONTROLLED SUBSTANCES** — This includes DEA items, radioactive substances, gases, and ethyl alcohol
- **EMPLOYEE INCENTIVES/BENEFITS/GIFTS**
- **FABRICATED AND CAPITAL EQUIPMENT**
- **GIFT CARDS THAT ARE MONETARY EQUIVALENTS** — Visa, MasterCard, and AMEX
- **GIFTS, PRIZES, AND AWARDS** — This includes Gift Certificates, Flowers, and Gift Cards — Please contact the PCard Department for approval
- **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 approval
- **PERSONAL PURCHASES** — For yourself, University employees, or others
- **SPECIAL SERVICES** — Independent Contractors, performers, consultants, speakers, honorarium, and legal fees
- **STUDENT SERVICES** — This includes 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 — 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 printing and distributing items with the University Name and Logo

Resources



Website: <http://fbs.admin.utah.edu/pcard/>

Phone: 801-587-7859 | Fax: 801-581-8609

Email: pcard@purchasing.utah.edu

| Name | Title | Email Address | Phone |
|------------------|-------------------------|--|----------------|
| JoLene Snyder | Purchasing Card Manager | jsnyder@purchasing.utah.edu | (801) 581-6622 |
| Sovanna Behrmann | Purchasing Card Auditor | sbehrmann@purchasing.utah.edu | (801) 581-5602 |
| Franklin Oliva | Purchasing Card Auditor | foliva@purchasing.utah.edu | (801) 581-7945 |
| Chanelle Furner | Program Coordinator | cfurner@purchasing.utah.edu | (801) 581-8158 |
| | Program Assistant | pcard@purchasing.utah.edu | (801) 587-7859 |

J.P. Morgan Chase

Customer Service Line: 1-800-316-6056

When contacting the bank, you should be ready with the following:

- Your 16-digit PCard number
 - If your PCard is lost or stolen, enter “0” instead of your card number
- Your Social Security Number/Activation Code (Last 4 digits of your Employee ID)
- Your Billing address (Your campus address)

For your assistance in using the PCard, J.P. Morgan Chase has created an online banking system called PaymentNet. PaymentNet allows you to view your PCard’s available credit, see your pending and posted transactions, and dispute any of your transactions if needed. You are welcome and encouraged to use this service, but it is not mandatory nor will it affect the use of your PCard. Please contact a member of the PCard Department to create your PaymentNet account.

Useful Links

Buying and Payment Guide: <http://fbs.admin.utah.edu/download/p2p/BPG-12-2015.pdf>

J.P. Morgan Chase PaymentNet Website: <https://www.paymentnet.jpmorgan.com>

Other States Sales Tax:

<http://fbs.admin.utah.edu/tax-services/common-university-tax-issues/salestax/>

Utah Sales Tax Exemption Certificate:

<http://fbs.admin.utah.edu/download/secure/TC-721G.pdf>