

# 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

## Contact Information

Name	Title	Email Address	Phone
JoLene Snyder	Purchasing Card Manager	<a href="mailto:jsnyder@purchasing.utah.edu">jsnyder@purchasing.utah.edu</a>	(801) 581-6622
Anja Petrovic	Purchasing Card Auditor	<a href="mailto:apetrovic@purchasing.utah.edu">apetrovic@purchasing.utah.edu</a>	(801) 581-5602
Franklin Oliva	Purchasing Card Auditor	<a href="mailto:foliva@purchasing.utah.edu">foliva@purchasing.utah.edu</a>	(801) 581-7945
Chanelle Furner	Program Coordinator	<a href="mailto:cfurner@purchasing.utah.edu">cfurner@purchasing.utah.edu</a>	(801) 581-8158
Theo Spazek	Program Assistant	<a href="mailto:tspazek@purchasing.utah.edu">tspazek@purchasing.utah.edu</a>	(801) 587-7859

## 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