

PROCARD UNALLOWABLE PURCHASES

Waiver Required for Exceptions

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