Procurement Card
Prohibited Uses and Fund Restrictions

All purchases must have a UCF business purpose.

**Strictly Prohibited**

- Cash advances
- Cash credits and refunds
- Attorney/legal services
- Personal expenses of any kind
- Guns and ammunition
- Drinks, snacks, coffee, and paper products for employee personal use
- Employee moving expenses
- Hazardous materials, i.e., radioactive – Must be approved by the Environmental Health & Safety department and processed by Finance & Accounting
- Splitting charges to circumvent single transaction limits
- Liquor, beer, wine/lounge/bar/nightclub
- Motorized vehicles of all kinds – Must be processed through the Purchasing department
- Traffic/parking citations (includes state vehicle violations)
- UCF parking
- Insurance

**Fund Restrictions May Apply**

Contact PCard administrator

- Retirement, appreciation, and going away gifts – Allowed to the extent provided in regulation UCF-3.0262 and policy 3-209.1
- Gift cards/gift certificates
- Payments between UCF departments – May be allowed if auxiliary funds are used and the department is willing to pay the merchant fee
- Entertainment venues (e.g. theaters, professional sports events)
- Tourist attractions/theme park tickets – May be allowed for resale and certain student activities (Please contact the PCard administrator.)
- Uniforms – A perquisite must be obtained from Human Resources for employee uniforms; student team uniforms are excluded from perquisites and are automatically allowable on PCards
- Fuel/gas purchases – Allowed for state and rental vehicles (on university business) with proper documentation; never allowed for personal vehicles, even when being used for business purposes (instead submit Reimbursement Other Than Travel requisition)

Finance & Accounting is the only UCF entity authorized to use a PCard for purchases of restricted items.