



# 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
- 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 prerequisite must be obtained from Human Resources for employee uniforms; student team uniforms are excluded from prerequisites 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)
- Liquor, beer, wine

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