



UNIVERSITY OF CENTRAL FLORIDA

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 Environmental Health & Safety department and processed by Finance & Accounting
- Splitting charges to circumvent single transaction limits
- Lounges/bars/nightclubs
- Motorized vehicles of any kind-Must be processed through Procurement Services
- Traffic/parking citations (including state vehicle violations)
- UCF parking
- Insurance
- Payments to students or employees

Fund Restrictions May Apply

Contact PCard@ucf.edu

- Retirement, appreciation and going away gifts-Allowed to the extent provided in regulation [UCF-3.0262](#) and policy [3-209.2](#)
- Gift cards/gift certificates
- Payments between UCF departments-
May be allowed if auxiliary funds are used and the department making the purchase is willing to pay the merchant fee
- Entertainment venues (e.g. theaters & professional sporting events)
- Tourist attractions/theme parks-May be allowed for resale and certain student activities
- Uniforms-A perquisite must be obtained from Human Resources for employee uniforms. Student team uniforms are excluded from perquisites and are allowable on PCards.
- Fuel/gas purchases-Allowed for state and rental vehicles (on UCF business) with proper documentation. Never allowed for personal vehicles, even when used for business purposes. A [travel reimbursement voucher](#) must be submitted instead.
- Liquor, beer & wine