

## UTHSCH BuyCard Program

### List of Restricted Items

The BuyCard **CANNOT** be used for these items:

- Animals
- Cab and Limousine Service ( no exceptions)
- Cash advances, cash instruments, or cash refunds
- College tuition
- Consulting or personal services (unless under a contract through Purchasing)
- Deposits for retreats, conventions, etc.
- e-bay or on-line auction (including Paypal Vendors that are not set up in FMS vendor database)
- Entertainment
- Flowers - Flower arrangements and plants over \$60 are prohibited on the Buycard, those under \$60 may be purchased using the Buycard but must be paid on Discretionary Funds
- Food & drink items (only acceptable for departmental coffee and water services which must be paid using Discretionary Funds, no luncheons, parties, etc. allowed)
- Gasoline (except for official UT vehicles)
- Gift Cards
- Gifts – Qualified expenses (see HOOP 2.31) should be reimbursed using a Non-PO voucher and Discretionary Funds
- Hotel Fees
- Memberships
- Notary Public Fees
- Office supplies (only vendors that are "Active" in PeopleSoft database)
- Parking
- Radioactive material – (Contact Radiation Safety for list of approved suppliers)
- Prescription drugs and/or controlled substances
- Travel – Out of town travel and seminar/conference registration (In-town seminar/conference registration is permissible on the BuyCard)
- U.S. Postage Stamps