No List

Advertising/Job Posting
- Contact an Acquisition Manager prior to placing an order.

Alcohol
- Purchases of all types at liquor or spirit stores are not allowable on the Pcard.
- Alcohol/spirits of any type are not allowable on the Pcard.
  1. Examples include but are not limited to beer, wine, spirits, cooking wine, etc.

Ammunition
- See Regents’ Policy (3.1.12).

Awards
- Items not retained by the University are not allowable on the Pcard.
  1. Examples include but are not limited to framed certificates, plaques, trophies, etc.

Cash
- Examples include but are not limited to money orders, wire transfers, travelers’ checks, ATM withdraws, etc.

Certification/Accreditation
- Examples include but are not limited to CME credits, CPR certification, medical certification, academic certification, etc.

Computers
- Computers and laptops must be purchased through Crimson Corner. Please contact the OU IT Business Office for more information.

Conference Registrations
- If paying for the registration the day of the event or after the event has occurred then only a receipt or invoice is required.
- Prepaid conference registrations are allowable Pcard expenses with the following in writing from the conference host.
  1. The conference host requires payment in advance and/or does not accept a Purchase Order.
  2. If the conference host does NOT require payment in advance and/or accepts Purchase Orders, then ALL of the following must be in place.
     - The conference host will apply a discount for early registration to the conference.
     - The conference host will allow for substitutions of participants.
     - If the CONFERENCE IS CANCELLED the conference host will refund 100% of the registration cost.
- Additional charges such as CME credits, cancellation fees, additional meals, banquets, golf tournaments, etc. must be paid for separately and not on the Pcard.
- Please note that as a state agency we are prohibited from paying penalties or cancellation fees whether the conference is cancelled OR you cancel.
Construction/Renovation
- Contact an Acquisition Manager for more information.

Contracts/Agreements
- Contracts/agreements are not allowable on the Pcard.
- Examples include but are not limited to third party shipping, installation, photography, etc.
- Contact an Acquisition Manager for more information.

Domain Names
- Domain names require additional review.
- A domain name is considered a rental which may include a contract or service agreement.
- Contact an Acquisition Manager for more information.

Employee Testing
- Examples include but are not limited to academic exams, board exams, certification exams, eye exams, hearing tests, etc.

Employee Training
- Examples include but are not limited to academic courses, certification training, computer programming classes, CPR training, etc.
- Beware of events that may appear to be conferences but contain “course” or “training” in the registration information.

Entertainment/Events
- Examples include but are not limited to additional meals at conferences, banquets, DJ’s, clowns, golf tournaments, musicians, concerts, movies, sporting events, theatre events, etc.
- Contact an Acquisition Manager for more information.

Firearms
- See Regents’ Policy (3.1.12).

Food
- Food is not allowable for human consumption.
- Examples of non-allowable food purchases include but are not limited to sandwiches, donuts, candy, individually bottled beverages, etc.

Foreign Vendors
- Payments to foreign vendors (including purchases shipped and/or billed from a foreign country) are not allowable transactions on the Pcard without prior approval from the Pcard Team. Questions relating to foreign vendors should be directed to Financial Support Services for Norman and the Accounts Payable Management Team for HSC.

Framing
- This is a service and should not be paid on the Pcard.
- Contact an Acquisition Manager for more information.

Fuel

Gift Cards/Gift Certificates
- Further clarification for the HSC campus can be found in the Research Incentive Gift Cards Policies and Procedures.
Gifts

- Items not retained by the University are not allowable on the Pcard.
- Examples include but are not limited to awards, promotional items, trophies, framed certificates, greeting cards, etc.

Greeting/Seasonal Cards

- Greeting/Seasonal cards are not an allowable expense on the Pcard because they are considered gifts.

Insurance

- Insurance is not an allowable charge on the Pcard because it is a service and requires a contractual agreement.

Internet Services

- Examples include home or remote internet services.

Labor/Maintenance/Repair

- Examples of these types of services include but are not limited to auto maintenance, calibration, estimates, installation, measurement, etc.
- Contact an Acquisition Manager for more information.

Late Fees

- See OSF guidelines.

Leases

- See Rentals.
- Contact an Acquisition Manager for more information.

Licenses

- Examples include but are not limited to medical, DEA, CPA, or state required licenses.

Lodging

- Examples include but are not limited to hotels, motels, dormitories, etc.

Memberships

- All memberships, both institutional and individual, should be processed through HSC Accounts Payable and Financial Support Services at Norman.

Personal Expenses

- Section 513- Approval of Personal Financial Transactions states, “Employees, whether faculty, staff or students, shall not approve any transaction that impacts themselves financially, whether directly or indirectly. This includes, but is not limited to, salary increases, special payments, travel, reimbursements, or other supplemental payments or non-cash fringe benefits. Such transactions shall only be approved in writing by a University employee who is in a greater level of institutional authority and who is completely independent from the individual receiving the benefit or reimbursement” (The University of Oklahoma Health Science Center Administrative Policies: Adopted 2-9-04).

Postage Stamps

- See Postage Policy.

Prepayment

- Examples include but are not limited to phone cards and photo credits.
- Prepaid ConferenceRegistrations may be allowable. See Conference Registrations for further information.
Printers
- The University has a mandatory contract for copiers/printers. Please contact Printing Services.

Radioactive Materials

Recruitment/Promotional Items
- Recruitment/promotional items are defined as items given away to participants or in an effort to recruit participants.
- Examples include but are not limited to key chains, stickers, magnets, pens, cups, T-shirts, hats, etc.

Rentals
- Examples include but are not limited to cylinder rental, booth rental, equipment rental, storage unit rental, rental of mailing lists, etc.
- Contact an Acquisition Manager for more information.

Royalties

Services
- Examples include but are not limited to alarm service, calibration, consulting services, embroidering, engraving, extermination services, framing, installation, labor, laminating, lawn services, pest control, photo-finishing, repairs, set-up fees, web/domain hosting, etc.

Testing
- See Employee Testing.

Third Party Shipping
- See Shipping for more information.

Tobacco

Travel
- Examples include but are not limited to airline tickets, bus tickets, car rentals, limousine service, taxi service, hotel lodging, etc.

Tuition
- See Employee Training.

Warranties
- Contact an Acquisition Manager for more information.