All Pcard purchases should be retained by the University. Pcard purchases should not be for personal gain, not require a contract (additional terms and conditions) and not be over $5,000. Purchases over $5,000 must be processed through Purchasing. Contact an Acquisition Manager for more information on purchases over $5,000.

Yes List

Abstract/Publishing Fees
- These fees are allowable for business purposes only.

Appliances
Application/Submission Fees
- These fees are allowable for business purposes only.
- Prohibited fees include but are not limited to fees for certification, licensure, Visas, etc.

Binding
- Binding of materials retained by the University is allowable on the Pcard.

Books
- Books retained by the University are allowable on the Pcard.

Bottled Water Service
- This includes large jugs of water for beverage units, not individual sized bottles of water.
- Rentals of the beverage units are not allowable on the Pcard.
- Any and all terms and conditions relating to the delivery of the water product must be approved by Purchasing.
- Water should be used primarily for visitors and available in a public area.

Cell Phones
- Cell phones, excluding disposable cell phones, are allowable on the Pcard.

Cell Phone/Smart Phone Service
- See Wireless policy for more information.

Chemical Supplies

Classroom Materials

Clothing/Apparel
- Clothing rentals are not allowable.
- Clothing/apparel purchases are only allowable when retained and required by the University.
- Examples include but are not limited to scrubs, lab coats, security uniforms, etc.

Coffee Service
- Rentals of the beverage units are not allowable on the Pcard.
- Any and all terms and conditions relating to the delivery of the coffee product must be approved by Purchasing.

Coffee Supplies
- Examples include but are not limited to coffee, coffee filters, creamer, sugar, tea, cocoa, stirrers, etc.
Computer Parts/Peripherals
- See HSC, Norman or Tulsa IT websites for more information including any required approval processes.
- Additional and/or extended warranties not included in the cost of the product cannot be paid on the Pcard.
- Any and all terms and conditions relating to the purchase must be approved by Purchasing.

Copy/Print Shops
- Contact Printing Services for more information.
- “When a University department purchases such products or services, the University department must allow the related Auxiliary Enterprise or Service Unit first opportunity at the transaction. Such purchases may be awarded to outside vendors only upon sufficient justification or upon refusal by the Auxiliary Enterprise or Service Unit” (Regents’ Policy Manual 4.11.6).

Copyright Fees

Décor
- Décor is allowable when the items are retained by the University.

Educational Supplies

Electrical Supplies

Electronics

Equipment

Food
- Food is only allowable on the Pcard when purchased for lab usage.

Frames
- Frames are allowable on the Pcard if they are retained by the University.
- Additional charges for customization, framing, set-up fees, etc. are not allowable on the Pcard.

Freight
- Also see Shipping.
- A listing of contracted vendors can be found in the Contracts section of the Purchasing web site.

Furniture
- A listing of contracted vendors can be found in the Contracts section of the Purchasing web site.
- Installation of the furniture is not allowable on the Pcard.

Gases
- Gases can be purchased for medical and/or lab usage.
- Fuel for vehicles cannot be purchased on the Pcard.
- The rental of cylinders cannot be purchased on the Pcard.

Janitorial Supplies

Lab Equipment and Supplies
- See the Contracts section of the Purchasing web site.

Landscaping Supplies
Laundry Service
  • Any and all terms and conditions relating to the purchase must be approved by Purchasing.
Listing/Record Fees
Mailing List
  • The postage and/or rental of mailing lists are not allowable on the Pcard.
Notary
Notary Renewal
Office Supplies
  • See the Contracts section of the Purchasing web site.
Pagers
Parts
  • This includes parts for airplanes, vehicles, computers, equipment, etc.
Photography/Photos
  • Additional service fees such as sitting fees or photo finishing are not allowable purchases on the Pcard.
Physician Credentialing
Pike Pass
Plumbing Supplies
Publishing/Submission Fees
  • These fees are allowable for business purposes only.
  • Prohibited fees include but are not limited to fees for certification, licensure, Visas, etc.
Registrations
  • See Conference Registrations.
  • Registrations for employee training or courses are not allowable purchases on the Pcard.
Resale Items
  • Items purchased for the purpose of resale (goods sold to internal departments or external vendors) are allowable on the Pcard if they are in compliance with the Pcard Guide.
Scientific Equipment and Supplies
Shipping
  • Shipping charges that are included in your product invoice are allowable on the Pcard.
  • The total cost of the product including shipping must not exceed $5,000.
  • Shipping through a contracted vendor is allowable on the Pcard. See Shipping for information on setting up an account on the University contract.
  • Third party shipping is not an allowable expense on the Pcard.
Smart Phone
  • Examples of a smart phone include but are not limited to BlackBerry, Android, iPhone, etc.
  • See the Wireless Policy for more information.
Software

- Any and all terms and conditions relating to the purchase must be approved by Purchasing except if the software purchase is under $5,000 and is a click-through agreement or shrink wrapped.
- See HSC, Norman or Tulsa IT websites for more information including any required approval processes.
- Additional and/or extended warranties not included in the cost of the product are not allowable on the Pcard.

Software License

- Any and all terms and conditions relating to the purchase must be approved by Purchasing except if the software purchase is under $5,000 and is a click-through agreement or shrink wrapped.
- See HSC, Norman or Tulsa IT websites for more information including any required approval processes.
- Additional and/or extended warranties not included in the cost of the product cannot be paid on the Pcard.

SSL Certificates

- SSL certificates can only be paid for up to one year at a time.

Subscriptions (Hardcopy)

- Subscriptions are allowable on the Pcard when:
  1. Mailed to a University address
  2. Paid for a MAXIMUM of one year in advance
  3. Renewed less than six weeks prior to expiration date
- Medical subscriptions that meet criteria 1 and 2 above may be renewed six months prior to the expiration date.

Subscriptions (Online)

- Online subscriptions are allowable if they are transferable to another employee or for multiple users and meet the same criteria as hardcopy subscriptions.
- Any and all terms and conditions relating to the purchase must be approved by Purchasing.

Teaching Supplies

Uniforms

- Uniforms are allowable when retained and required by the University.
- Clothing/uniform rentals are not allowable on the Pcard.

Video Conferencing Equipment

Videos

Webinars

- If paying for the webinar at the time of the event or after the event has occurred, then only a receipt or invoice is required.
- Prepaid webinars 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 Purchase Orders.
- If the conference host does NOT require payment in advance and/or accepts Purchase Orders, then ALL of the following must be in place.
  1. The webinar host will apply a discount for early registration.
  2. If the WEBINAR IS CANCELLED the webinar host will refund 100% of the registration cost, reschedule the event or provide attendees with a recorded version of the webinar.