

Allowable Expenditures (not an exhaustive list)

- Advertising placements
- Books
- Business entertainment (when approved)
- Catering up to \$10,000
- Cell Phones & Billing
- Conference registrations
- Express Mail
- Food (when allowed by budget)
- Inventory equipment (\$2,000 - \$3,500)
- Local parking charges (within 50 miles of the employee's official duty station) for UW business purposes only when the individual is NOT in travel status
- Memberships
- Research tools & supplies
- Shipping charges
- Software
- Subscriptions
- Supplies under \$3,500 per transaction
- Utilities

Unallowable Expenditures (not an exhaustive list)

- Animals/Animal Products
- Automated External Defibrillators (AED)
- Blood, Blood Serum and Platelets
- Cadavers, Organs, and Other Human Tissue
- Facility maintenance and repair
- Goods or services from other University departments
- Hazardous items: radioactive chemicals, lab refrigerators, pressure vessels, biological safety cabinets, fume hoods, xray/lasers, and other hazardous materials.
- Machinery & Equipment (M&E Tax exempt)
- New copier leases
- Personal or travel related expenses such as airfare, lodging, rental cars, and per diem meals.
- Services provided by University employees, or any temporary services which involve an employer/employee relationship, must be paid through UW Payroll.
- Term Contracts: orders for a specific period of time, such as open orders, standing orders and maintenance contracts, must be set up through Purchasing.
- Vehicles or aircraft
- Weapons

Restricted Unless Discretionary Funds/Special Approvals

The following items may be purchased by campus departments only if funded by discretionary 64-budgets or other budgets if expressly permitted by the funding source:

- Food and beverages for hosting and entertaining, coffee pots, microwaves and refrigerators.
- Personal office items, decorative and gift items such as awards, briefcases, calendars, clocks, desk sets, flowers, pictures, plants and plaques.

Prohibited ProCard Expenditures

- Cash or financial services (ATM's)
- Furriers
- Gambling establishments
- Jewelry Stores
- Service stations for gas or automotive services
- Personal Services requiring 1099 reporting