

**Prohibited on Procard**

- Airlines, Bus, Rail
- Chartered Boats
- ATM's
- Cash or Financial Services
- Furriers
- Gambling Establishments
- Hazardous Items: <https://www.ehs.washington.edu/resource/list-hazardous-substances-and-reportable-quantities-1104>
- Human Cadavers, Organs, Tissue or Blood
- Jewelry Stores
- Live Animals
- Lodging (Hotel, Airbnb, etc.)
- Executive Rebate/Incentive Memberships
- Personal Expenses
- Tax Exempt Purchase for Equipment
- Weapons
- Purchasing Items from Other Departments
- Payments to Individuals (Stipends, Payments via Zelle, Venmo, etc)

**Allowable Purchases on ProCard**

**Computer, Telecom, and Technology Equipment and Services**

- Audio Visual Design and Equipment
- Cell Phones and Service
- Computer Hardware
- Computer Peripherals
- Computer Repair Services
- Hosting and Web Services
- Software
- Telephone, Television, Video, and Internet Services

**Event Services**

- Audio Visual Staging and Displays
- Catering
- Local Charters & Local Transportation (not boats)     <https://finance.uw.edu/ps/how-to-buy/transportation>
- Event Planning Services
- Event/Equipment Rental
- Florals
- Linen Cleaning and Service
- Meeting Facility Rentals

**Facilities**

- Air Filters
- Cleaning and Janitorial Supplies
- Electrical Products
- Floor Covering and Installation
- HVAC Supplies
- Inspections
- Keys, Locks, Door and Door Hardware Supplies
- Maintenance and Repairs
- Moving and Storage for UW Business
- Painting Services and Supplies
- Plumbing Services and Supplies
- Signage
- Window Treatments

**Food and Beverage**

- Bakery Products
- Coffee Service and Supplies
- Fast Food Restaurants
- Food/Grocery
- Restaurants
- Vending Services
- Water Service

Fuel, Oil, Repairs, and Other Automobile Maintenance

- Auto Repairs
- Service Stations Fuel (ONLY UW owned vehicles, equipment, or truck rentals)

General Goods and Services

- Furniture
  - Kitchen Appliances (only non lab related)
  - Photographic Equipment and Supplies
  - Retail Clothing and Accessories
  - Sports and Recreational Equipment, Supplies, and Accessories
  - Wholesale Goods for Resale
- Reseller's Permit is required and may be obtained from the Tax Office.

Lab and Research <https://www.ehs.washington.edu/>

- Assays
- Chemicals (non-hazardous)
- DNA Analysis
- Equipment and Apparatus
- Gases and Cryogenic Gases (non hazardous)
- Glassware and Plasticware
- Hand Sanitizer
- Safety Supplies and Equipment

Medical, Surgical and Dental

- Dental Lab Services
- Dental Supplies
- Medical Services
- Medical Supplies and Equipment

Office Services, Equipment and Supplies

- Background Checks
- Customs Documentation
- Office Copier and Printing Equipment (non contracted)
- Office Supplies
- Shipping (UPS, FEDEX, USPS)

Printing, Marketing, Communication and Creative Services

- 3D Printers
- Marketing /Advertising Services
- Newspaper Subscription
- Photographic Services
- Printing and Publishing
- Processing Fees
- Promotional Items, Apparel, and Awards
- Website and Graphic Design Services

Professional Services

- Conference Registrations
- Executive Coaching
- Financial and Insurance Services
- Market Research Services
- Sign Language Interpreters
- Testing Services