## 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
- Charters and Transportation [https://finance.uw.edu/ps/how-to-buy/transportation](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

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**Prohibited on Procard**

- Airlines, Bus, Rail
- ATM’s
- Cash or Financial Services
- Furriers
- Gambling Establishments


- Human Cadavers, Organs, Tissue or Blood
- Jewelry Stores
- Live Animals
- Lodging (Hotel, Airbnb, etc.)
- Memberships- 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**

- Food and Beverage
- Lodging (Hotel, Airbnb, etc.)
- Memberships- Executive Rebate/Incentive Memberships
- Personal Expenses
- Tax Exempt Purchase for Equipment
- Weapons
### 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/](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