

PROCUREMENT CARD ALLOWABLES

Single Transactions \$10,000 and below

NOTE: This is intended as a guide. You must Review University Spending Policies, Travel Policies, Procurement Policies, and Bid Guidelines to ensure the proper expenditure of funds.

(www.uah.edu/finance/policies, and www.uah.edu/business-services/faculty-staff/open-bid-information)

- **Advertisements** (*must include written approval/review by the Office of Marketing and Communications when the UAH logo is used*)
- **Ammunition** (*allowed for Campus Police ONLY*)
- **Books that will become the property of the University**
- **Clothing/T-shirts and/or Uniforms** (*student and highly visible departments with prior Procurement approval*)
- **Coffee Pots, Refrigerators, and Microwaves** (*replacements for original building equipment or when needed for instructional/research purposes or conferences, workshops, or meetings sponsored by the University for the public.*)
- **Engraving when article to be engraved and engraving are purchased from the same supplier**
- **Equipment totaling \$3000 or less** (*this includes S&H*)
- **Floral Arrangements** (*official University functions, i.e. commencement*)
- **Food:** *Bulk food items for preparation typically purchased at grocery stores for students or business-related meetings*
- **Framing Services** (*for official dept purposes - must include a description of the item being framed*)
- **Furniture** (*must contact the University's Interior Designer for approval*)
- **Industrial Supplies**
- **Internet Purchases for allowable items**
- **Lab Supplies** (*excludes DNA oligomers*)
- **Landscaping Supplies: Trees, Shrubs, Flowers, and Small Tools**
- **Meals** (*see notes below*)
- **Medical Supplies** (*Student and Faculty/Staff Clinics, Nursing, Athletics Trainer & first aid kits-supplies*)
- **Membership dues** (*University and Department only*)
- **Mini Blinds**
- **Music Supplies**
- **Novelty Items with printing** (*i.e. pens, USB thumb drives, cups; must include written approval by Advancement*)
- **Office Supplies** (*must be purchased from current contract vendor*)
- **Parts for in-house repairs of UAH owned equipment**
- **Peripheral Equipment, Power and Network Equipment, and Supplies for Computers**
- **Photographic Film and Slide Processing**
- **Plaques/Awards/Christmas Cards/Retirement Cards** (*in limited circumstances, with documentation, if it is deemed that this expense is in the best interest of the University and*

promotes the purposes of the University – written pre-approval required by the Dean/Chair/Director or designee)

- **Postage and shipping expenses, USPS, FedEx, UPS, etc.**
- **Printer Cartridges: Must be purchased from the current contract vendor or pre-approved by Procurement Services**
- **Printing with prior approval** (*must have email from UAH Copy Center stating they cannot print the material*)
- **Registrations**
- **Rental Equipment**
- **Repair of UAH owned Equipment; including emergency repairs**
- **Signage** (*use for advertisement after approval by the Office of Marketing and Communications*)
- **Software** (*single use, off the shelf, and does not require UAH signatures*)
- **Student Events** (*such as Orientations, Receptions, Residence Hall programs, Recruitment, WOW, and Homecoming with supporting documentation – refer to University Expenditure Guidelines*)
- **Subscriptions, Journals, Periodicals, and Book Renewals**
- **Travel (Out of State) with an approved Purchase Request** (*exempt from per transaction limit*)
 - **Air Fare for individuals for business related travel**
 - **Conference Registration Fees**
 - **Hotels** (*lodging for business related travel*)
- **Vehicle Rentals/Gasoline** (*for business related travel – not for personal vehicles*)

The University of Alabama in Huntsville is considered an entity of the State and therefore must comply with the State Competitive Bid Law. Purchase requests for like or similar items or items to like or similar vendors that cumulatively total \$75,000.00 or more within a **fiscal year period are subject to the competitive bid law. Periodically, expenditure reports (POs and P-Cards) will be reviewed to ensure that campus wide we are not exceeding the bid limit.**

The per transaction limit does not apply when utilizing a current contract vendor (www.uah.edu/business-services/faculty-staff/open-bid-information)

Remember no sales taxes should be charged on purchases made with the procurement card **and that itemized backup documentation is required for your purchases.**

***Meals**

- 1. While on travel with a student team/group, team, and coaches/chaperons' meals are allowed on the P-Card** (*with itemized receipts and listing of all persons whose meal is being paid*).
- 2. While traveling doing recruitment, recruiter meals along with the prospective student are allowed on the P-Card** (*with itemized receipts and a listing of all persons whose meal is being paid*).

3. While traveling (coaches/recruiters) without a student team/group to attend a conference/meeting - meals are not allowed on the P-Card.

*Please refer to the UAH Travel Guidelines:

<https://www.uah.edu/images/administrative/business-services/Forms/travel-forms/06.04.01-uah-travel-guidelines-11.1.2023.pdf>

4. Business meals and/or guest meals are allowed on the P-Card (*the originating department must document the attendees of the meeting and their relationship to UAH i.e., guest, faculty, staff, student, etc., and the business purpose for the meeting*).

5. Meals provided to attendees during conferences, meetings, training, retreats, etc., organized for University personnel provided that the meals and refreshments are essential to the operation of the university and are incidental to the function's primary purpose (*Documentation should include: the date, time, and place of the meeting; general or specific identification of all attendees; and the University business purpose of the meeting*).