Purchasing Cards MUST NOT be used for the following transactions unless specifically exempted by the VPFO. If you have questions regarding restricted items or would like to request an exemption, contact Purchasing Services.

1. Personal or private use.
2. Cash advances, ATM transactions, purchase of bank drafts or money orders.
3. Rental agreements longer than six months or the fiscal year – a rental agreement on a PCard must end before the end of the fiscal year.
4. Lease of equipment – a lease is a longer term commitment than a rental agreement and typically results in penalties if the contract is broken. If it is not clear whether the agreement you want to enter into is a rental or a lease, contact Purchasing Services in advance of purchase.
5. Training that is a taxable benefit.
6. Entertainment, alcoholic beverages, food unless expressly allowed by the Hospitality Policy FM5600.
7. Gasoline and automobile repairs and expenses.
8. Staff travel expenses (hotel, air, ferry, vehicle rentals, bus, rail, meals, etc.). Refer to Travel and Business Expense Policy HR6500.
9. Purchases with merchants known to be legally encumbered.
10. Purchases that are part of a capital project including capital costs and related soft costs.
11. Consulting fees and professional contracted services of individual contractors.
12. Building or equipment maintenance – except for minor maintenance with prior approval of Facilities Management.
15. Radioactive materials.
16. Controlled substances.
18. Household moving expenses.
19. Office furniture – all office furniture purchases must go through Facilities Management as per Furnishings, Fittings & Finishes Policy BP3130.
20. Laboratory and research animals.
21. Services performed at UVic facilities.
22. Services resulting in significant potential risk or exposure to liability for the University, such as health, safety, occupational, or environmental risks – a Services Agreement is required for these types of purchases.
23. On-campus/interdepartmental purchases or transactions except non-computer retail purchases at the Bookstore. Interdepartmental charges must be processed by journal voucher.
24. Computers and software – all computer and software purchases must have technical approval and go through the Technology Solutions Centre. Refer to the technology acquisition process.
26. Gift cards – contact Purchasing Services if purchase of gift cards is required.
27. Cell phones and cell phone service plans – university cell phone and plan purchases must go through the Technology Solutions Centre.

Any violation of the above restrictions may result in withdrawal of Card and disciplinary action. Misuse of a Purchasing Card may result in the deactivation or termination of the PCard with reactivation requiring the approval of the Dean or Director of the cardholder’s department and the Executive Director, Financial Services.

*If in doubt, contact Purchasing Services.*