UVic Commercial Cards (hereafter referred to as C Cards) MUST NOT BE USED for the following transactions UNLESS specifically exempted by the Vice-President Finance and Operations.

1. Personal or private use.
2. Cash advances, ATM transactions, and the purchasing of bank drafts, money orders, or cryptocurrency.
3. Entertainment, alcoholic beverages, food UNLESS expressly allowed by the Hospitality Policy FM5600.
4. Staff travel expenses (hotel, air, ferry, vehicle rentals, public transit, etc.). Please refer to the Travel and Business Expensive Policy HR6500.
5. Any expenses to be allocated to personal Professional Development Expense Accounts. Personal purchase and reimbursement is required.
6. Household moving and relocation expenses.
7. Gift cards – refer to the Gift card quick guide for purchase options or contact Purchasing Services to determine if they can complete the purchase on your behalf.
8. Gasoline, automobile repairs and expenses.
9. All computers UNLESS technical approval is obtained in advance from the Technology Solutions Centre in accordance with the Purchasing Policy FM5105. Refer to the Purchasing Services Policy FM5105 and TSC Technical Approval Process. As noted in #5, computers to be allocated to personal Professional Development Expense Accounts cannot be purchased with a C-card.
10. Smartphones UNLESS acquired from UVic’s approved Bell dealer Canadian Wireless Communications (CWC) website. Refer to Ordering a cell phone from Bell/CWC.
11. All software and related licenses, subscriptions, and recurring fees. The university has a number of existing license arrangements that may meet your needs; refer to the University Systems software distribution site.
12. Dangerous goods and regulated materials – including, but not limited to, radioactive materials, controlled substances, and cylinder gases.
13. Laboratory and research animals.
14. Consulting fees and contracted services of independent contractors.
15. Service contracts resulting in significant potential risk or exposure to liability for the University, such as health, safety, occupational, or environmental risks – an approved web requisition and Services Agreement is required to contract for such services.
16. Rental Agreements longer than six months or the end of the fiscal year – a rental agreement on a C Card must end before the end of the fiscal year. This includes equipment leases (if it is not clear whether the agreement is a rental or a lease, contact Purchasing Services).
17. On-campus/interdepartmental purchases of goods or services EXCEPT non-computer retail purchases at the UVic Bookstore. Interdepartmental charges must be processed by journal voucher.
19. Training that results in a taxable benefit. Contact Payroll for information on taxable benefits.

20. Office furniture – all office furniture purchases must go through Facilities Management as per Furnishings, Fittings & Finishes Policy BP3130.

21. Purchases that are part of a capital project (such as construction or renovations) including capital costs and related soft costs.

22. Building or equipment maintenance EXCEPT for minor maintenance with prior approval of Facilities Management.

23. Maintenance contracts EXCEPT those authorized by Facilities Management or University Systems staff.

If you have questions regarding restricted items or would like to request an exemption, contact Purchasing Services.