

TIPS

from Business Affairs



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

Control Your PCard Purchases

There are certain purchase categories that are prohibited purchases with the PCard and the user has the burden of determining whether the purchase is proper.

For questions, email Purchasing Card at PCard@ttuhsc.edu

**Prohibited
Purchases**

**Additional
Guidance**

**Permitted
Purchases**

- Awards and Prizes (see [OP 72.03](#))
- Chemicals and other potentially hazardous materials
- Consulting, Medical Services, Personal or Professional Services
- [Controlled Assets](#)
- Donations, Contributions and Sponsorships
- E Bay Purchases
- Individual Amazon Prime Accounts
- Lease or Rental of Space
- Medical Licenses for states other than the State of Texas
- Notary Applications
- Payments to Patient/Study Participants
- PayPal Services
- Supplies (require use of Institutional Supply Contract)
- Temporary Personnel
- Travel Related Purchases
- Uniforms (includes lab coats)
- Blocked Vendors

- Prohibited Purchases on State and Federal Funds: Alcohol, Flowers, Food and Entertainment, Membership Dues, Promotional Items
- Purchases for Food and Entertainment must be documented using [Food and Entertainment Substantiation Form](#) and [Pre-Approval Form](#) (> \$500)
- Alcoholic Beverages May Only be Served on Campus at Appropriate Events with Prior Written Approval of the President
- Purchases of all software and software licenses must be approved by IT and Purchasing
- Purchases Not Available From a Contracted Vendor Must Have Approval from Purchasing
- Ship To Location Other Than TTUHSC Address Requires Approval from Purchasing
- Organization Must be on the [Professional Membership List](#) for Payment of Membership Dues

- Permitted Purchases of \$5,000 or less must be made using PCard subject to vendor accepting credit cards
- Malpractice Insurance
- Flowers for Official TTUHSC Functions or for Employees and Immediate Family Members in cases of Illness or Death
- Food and Entertainment
- Hand Held Computer Devices
- Books
- Equipment
- Advertising in Out-of-State Newspapers and Online for Staff Recruitment
- Accreditation, Certification and Examination Fees
- Gifts for Length of Service Including Retirement (< \$400) and Non-Cash Gifts for Donors or Participants of Official Functions
- Magazine/Journal Subscriptions
- Membership Dues
- Professional License Fees
- Registration Fees

