



## University Purchasing Card (PCard Program)

Office of Procurement Management

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## Purchasing with Prior Approvals

PCard purchases are subject to the procurement practices and procedures of the University. Certain purchases, especially those in APM 8.220, 8.225, 8.250, 8.265, 8.290, have requirements or approvals needed for procurement compliance.

All required approvals must be obtained prior to the purchase being made. Failure to do so may result in a non-compliance or after-the-fact violation.

**After-The-Fact:** Any purchase which requires prior approval(s) and does not receive or attempt to receive the approval(s) until after a transaction has occurred. This type of purchase is subject to PCard and/or Procurement Violation.

\*Most approvals can be obtained through a KFS requisition prior to purchase, requisitions have ad-hoc approval capabilities and a pay by PCard option making this the preferred

method of approval\*

**The PCard may be used for purchasing the following items/services only with advance authorization:**

- Any purchase which requires integration with an existing University System or has data sharing requirements for University data must be reviewed by the Data Governance Office. **This requirements is mandatory regardless of dollar amount**, please see the DGO website for more information: <http://datagov.intranet.hawaii.edu/>
- Any Purchase which could reasonably be considered for personal use requires approval from President, VP, or Chancellor (Often through OPRPM Form 136) – This is a non-exhaustive list:
  - Kitchen Appliances
  - Clothing, unless provided for by a collective bargaining or for direct operational need (BU or operational need should be noted on PCDO)
  - Contributions and donations
  - Medication
  - Personally inscribed items
  - Repairs to personally owned equipment or property
  - Traffic Fines and Towing Charges
  - Fines and penalties
- Meals and Refreshments (non travel-related only) – obtain authorization from FA via OPRPM Form 56 (Extramural or legislative appropriations) or Form 136 (University Funds)
- Gasoline Purchases – SPO Price List and Gas Card should be utilized when feasible. Justification on why gas cannot be obtained through the Price List must be approved by an FA and the PCard Administrator must be notified. Blanket approvals require OPM review and approval.
- Payments to individuals – obtain FA approval in writing prior to purchase
- Software Agreements – obtain authorization from OVPIT or FA
- Purchases for services or high risk goods with terms and conditions that apply to the

University through a contract or agreement- obtain authorization from FA.

- Unusual Purchases – obtain authorization from FA
  - Recognition awards
  - Certificates,
  - Plaques or trophies
  - Branded or promotional items
  - Signs
- Leis – obtain authorization from FA
- Work cell phones devices or services – Obtain authorization via form DISB-15
- Telecommunications Equipment and Services – obtain authorization from UH Campus Telecommunications Coordinator or DAGS
- Airline Purchases – Obtain Travel Approval authorization from FA (Travel document number or email for approval should be attached to PCDO)
- Animals and related purchases – Obtain approval from the Office of Research Compliance Animal Veterinary Services at #956-4444)
- Biological commodities, radioactive and hazardous materials (Contact the Biological Safety Program (BSP) at #956-3197)
- Insurance (Contact Office of Risk Management at #956-7243)
- Business Cards – obtain approval from VP, Chancellor, Dean, Director or Provost

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### **University Purchasing Card (PCard Program)**

1400 Lower Campus Road Rm 15

#### **Contact Us**

Telephone: (808) 956-8687

Email: [pcard@hawaii.edu](mailto:pcard@hawaii.edu)

#### **Quicklinks**

[Centresuite](#)

[Kuali Financial System](#)

[Hawaii Compliance Express](#)

[UH Office of Procurement Management](#)

[APM 8.266 \(PCard Policy\)](#)

[2444 Dole Street](#)

[Honolulu, HI 96822](#)

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