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University Purchasing Card (PCard Program)

Office of Procurement Management

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What Not to Buy

While the PCard is a quick and convenient method of payment, it leaves the University exposed to risk as transactions accept all vendor terms and conditions and do not receive approvals until after the purchase is made (Reconciliation).

Contracts/Agreements: Cardholders should not make any purchase that requires them to sign a contract or accept terms and conditions on behalf of the University of Hawaii. Fiscal Administrators have been delegated the authority to sign these contracts and can review and approve purchases with terms and conditions to be made by Cardholders. FA approval must be in a written (email included) form and attached to the PCDO.

Software: Software purchases with terms and conditions can be referred to the Office of the Vice President of Information Technology for approval without amending terms. Software which does not receive OVPIT approval must be referred to an FA for review 

negotiation of terms and conditions (if necessary).

Terms and Conditions of Sale: One time purchase transactions that include terms and conditions related to the direct sale of goods can be made by Cardholders (This includes terms and conditions for online retailers that apply to purchases made through the website). Unusual or high risk goods purchases should be reviewed and approved by FAs.

Below is a non-exhaustive list of purchases that should not be made by Cardholders. Purchase of goods and services below are subject to violation.

- Personal Purchases (any purchase which benefits an individual more than the University)
- Purchases for or on behalf employees whose card privileges have been suspended or removed.
- Split purchases: A single transaction costing more than a Cardholder's single transaction limit (including tax and merchant provided shipping) that is divided (split) into more than one transaction on one or more cards/Cardholders; or, the purchase of like or similar items/services that could reasonably be purchased from a single source, which totals more than the Cardholder's single transaction limit (including tax and shipping) and is split into multiple transactions. This term only applies when the items/services are known, or should have reasonably been known to be needed at the time of the first purchase transaction.
- Purchases over \$2,499 (PCard limit by BOR Policy)
- Deposits or Advance Payments (Discuss with your FA)
- Gift Cards or other cash-like goods (Discuss with your FA)
- Hotel Reservations
- Cash advances
- Firearms, ammunition and explosives
- Stipend Payments
- Narcotics
- Restricted items per OMB Uniform Guidance (2 CFR 200) or sponsored award or grant (Contact ORS at #956-5198)
- Real Property Lease or Rental



- Legal or other Professional Services
- Construction Services and Professional Services in Support of Construction, as defined by APM 8.281.
- Duty Free Application
 - Application for duty free entry should be made concurrently with acquisition process (A8.265, Specialized Purchasing)
- Insurance (A8.265, Specialized Purchasing & A8.400, Risk Management Guidelines & Procedures)
- Ethyl Alcohol
 - Must be obtained from Chemistry Dept. via Interdepartmental Order (IDO)
- Relocation expenses (ie: purchases on behalf of appointee for airfare, shipping & temporary housing) (A8.863, Relocation Allowances)
- Payment to or on behalf of foreign visitor (non-resident alien) – including travel related expenditures such as airfare, shuttle, etc.
- Travel related purchases other than airfare, including:
 - hotel charges;
 - meals and beverages;
 - auto rentals; and
 - tips.

University Purchasing Card (PCard Program)

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Contact Us

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Quicklinks

Centresuite



[Kuali Financial System](#)

[Hawaii Compliance Express](#)

[UH Office of Procurement Management](#)

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

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