The KU/ESU Procurement Card Program is designed to improve efficiency in processing high volume, low dollar purchases. Card usage is for OFFICIAL UNIVERSITY PURCHASES ONLY within budget availability and in accordance with the University Procurement Policies and Guidelines. The following lists are not meant to be all inclusive. If there are any questions concerning whether or not the Procurement Card can be used to purchase an item please contact the Card Systems Administrator at 610-683-4831 or the KU Procurement Services Manager at extension 610-683-4132.

**AUTHORIZED PURCHASES**

- Annual professional memberships
- Athletic equipment & supplies
- General supplies – office, educational, art and other operating supplies
- Library books, supplies and materials
- Campus Operation & Maintenance supplies & equipment for all Facilities related trades groups
- Miscellaneous reference materials
- Office furniture or furnishings **
- Photographic equipment and supplies
- Postage – official university mailings
- Printing
- Promotional items – standard support information must be given (purpose, who receiving, etc.)
- Subscriptions
- Conference Registrations – registration ONLY…NO TRAVEL associated or bundled with the registration

**UNAUTHORIZED PURCHASES**

- Alcoholic beverages
- Bottled water **
- Cash advances
- Cellular phone equipment, supplies, accessories & services
- Computer equipment – hard drives, monitors, printers, etc. – CONTACT IT HELP CENTER
- Computer Software – CONTACT IT HELP CENTER
- Copiers **
- Food – catered meals & services, business lunches, etc. – strictly prohibited
- Gift Cards – strictly prohibited
- Miscellaneous gifts, flowers, etc. for University personnel (birthdays, retirements, etc.)
- Laboratory gases
- Medications – Over-The-Counter medications and non-first aid items for personal use
- Merchandise for resale
- Personal use – strictly prohibited
- Personalized business items – portfolios, organizers, etc.
- Purchase and shipment of items to any location other than the University
- Radioactive materials
- Rare & precious metals
- Restricted items – weapons, ammunition, explosives, controlled substances, hazardous materials, etc.
- Services of any type – strictly prohibited
- Travel and travel-related expenses – hotel reservations, transportation, meals, etc. – strictly prohibited **

**Procurement Services Office approval needed**