

[Home](#)[Forms](#)[Resources](#)[Frequently Asked Questions](#)[UH PCard Newsletters](#)[Contact Us](#)[OPRPM Home](#)**Obtaining a Purchasing Card****PCard Training****PCard Policies & Procedures****PCard Usage Guidelines***** Basic Guidelines***** Exceptions to "Preferred Method For Small Dollar Purchases" Policy***** Unallowable Purchases***** Purchases Requiring Authorization****Spending Limits / Merchant Limits****MCC Codes****Lost or Stolen PCards / Compromised PCards****How to Dispute a PCard Transaction****CentreSuite****ListServ Emails****Restricted Access to DC and DCA Only***** PCard Procurement FAQs***** DC ListServ Emails***** Polls****UH PCard NEWSLETTERS (RESTRICTED)**[Home](#) > [PCard Usage Guidelines](#) >*** Exceptions to "Preferred Method For Small Dollar Purchases" Policy**

- Vendor does not accept credit card or MasterCard
- Purchase above Cardholder's limit
- Vendor assesses fee for credit card purchase
- Real Property Lease or Rental
- Legal Services
- High risk purchase
- PCard not viable option for purchase
- Construction - due to UH & SPO requirements (A8.281, Construction)
- Design Professional Services Furnished by Licensees under Chapter 464
 - Requires public notice to invite statements of qualifications (A8.246, Professional Services Procurement for Architects, Engineers, Land Surveyors & Landscape Architects)
- Duty Free Application
 - Application for duty free entry should be made concurrently with acquisition process (A8.265, Specialized Purchasing)
- Purchase with Special Requirements
 - Insurance (A8.265, Specialized Purchasing & A8.400, Risk Management Guidelines & Procedures)
 - Terms & Conditions (A8.265, Specialized Purchasing)
- Service on a Contractual Basis (ie: consultants, speakers, professional services)
 - Requires UH Services Contract
- Biological Commodities
 - All requests for procurement or transport of biological commodities must be authorized by Research Compliance Office (A8.265, Specialized Purchasing)
- Hazardous Materials
 - Requires Hazardous Materials Management Office approval (A8.265, Specialized Purchasing)
- Ethyl Alcohol
 - Restricted to certain UH programs
 - Must be obtained from Chemistry Dept. via Interdepartmental Order (IDO)
- Vendor requests payment to a third party
- Purchase for employee whose card privileges have been suspended or removed
- 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.
- Purchase requires a contract

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[Sitemap](#)

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