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The PCard may NOT typically be used for purchasing the following items/services:

- Animals and related purchases (Contact The Office of Research Compliance Animal Veterinary Services at #956-4444)
- Any purchase over \$2,499 (PCard limit by BOR Policy)
- Any purchase prohibited by UH policy or not business-related
- Automotive gas (Available from UHM Transportation Services or via SPO gas card)
- Biological commodities, radioactive and hazardous materials (Contact Environmental Health and Safety at #956-8660)
- Cash advances
- Construction and renovation (Contact respective Facilities Offices)
- Contractual services and non-procurement agreements
- Contributions and donations
- Fines and penalties
- Firearms, ammunition and explosives
- Personal purchases (See A8.225)
- Insurance (Contact Office of Risk Management at #956-7243)
- Narcotics and all drugs
- Payments to individuals (Due to tax reporting requirements)
- Rental/lease of real estate (Contact OPRPM at #956-8687)
- Restricted items per OMB Uniform Guidance (2 CFR 200) or sponsored award or grant (Contact ORS at #956-7470)
- Specific services (i.e.: consulting, financial, professional, temporary)
- Towing charges (See A8.225)
- Travel and entertainment expenses (ie: hotels, meals and beverages, auto rentals, tips, etc.)

Office of Procurement and Real Property Management . 1400 Lower Campus Road, Bldg 171E . Honolulu, Hawaii 96822

Phone 808-956-8687 . Fax 808-956-2093

Office Hours: 7:45 am - 4:30 pm

[Sitemap](#)

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