

THE UNIVERSITY OF ARIZONA®



**Purchases Not Allowed  
on the PCard\*\***

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**Purchases over \$5000**

Alcohol

Animals

Firearms/Ammunition

Foreign Visitors

Gifts/Donations

Hazardous Materials

Hotels

Medical Services

Pre-Paid Cards

\*\*Partial List Refer to Policy

THE UNIVERSITY OF ARIZONA®



**Allowable Purchases  
on the PCard**



Books

eBay\*

Cell Phone Services

Computer Equipment

Conference Registration

Dues

Laboratory Supplies

Operation Supplies

Professional Memberships

Repairs

Subscriptions

\*Refer to policy

**Submit Original Itemized Receipts  
to your Reconciler on a Daily Basis**

*Revised July 2009*