University of Arkansas Cooperative Extension Service
Purchasing Card Program

Restricted Items

Many items available at merchants cannot be purchased with the P-Card due to existing state contracts and other restrictions. The following commodities will NOT be purchased using the state procurement card, unless otherwise indicated (Purchases will NOT be split to avoid buying state contract items):

Contract Items

Air Conditioners/heat pumps for offices
Ammunition of any type
Cell Phones and cellular services
Continuous custom paper, snap-out forms, and labels
Printed Envelopes (BLANK envelopes may be purchased up to 1000 total off state contract)
Letterhead stationery and Envelopes
Lamps (light bulbs) and ballasts
Paper Towels (in bulk over $100 prohibited)
Software – Microsoft, Symantec, Corel, Oracle products
Office Telephones
Toilet tissue (in bulk over $100 prohibited)
Tires for state vehicles, trailers, and tractors
Vehicles
Xerographic or Print Shop paper (up to $100 may be purchased off contract)
Fixed assets/equipment $1000 or over (including computers and printers)
Printing of any type

Promotional Items

Shirts
Novelty items
Items bearing the U of A logo

Personal Items and Official Functions

Alcoholic Beverages for any function
Birthday/Retirement Cakes
Decorative items
Flowers
Gifts/Contributions
Narcotics/Prescriptions and other-over-the counter medication
Small Appliances – microwave, toaster, refrigerator, coffee maker
Plaques/awards

Other Items

Airfare and any other travel expenses
Alcoholic beverages
Cash advances
Capital equipment ($1,000 or greater)
Car Rental
Construction or remodeling
Entertainment
Fuel
Gift Certificates
Hotel/Motel rooms and services of any type
Internet service
Lease agreements
Personal services
Medical service
Memberships and Association fees
Registration fees
Restaurant purchases of any type
Personal purchases
Professional services