

This list is not all-inclusive, but is intended to give ProCard users a great deal of guidance regarding appropriate usage and items that are considered disallowed. Prior to using the card, this list must be reviewed in its entirety. The purchase of an item included on this list will result in Consequences.

The ProCard is not to be used for the following:

- Alcoholic beverages
- Ammunition, Explosives and Weapons
- Animals
- Auction items
- Banquet or Gala Admittance
- [Batteries](#)
- Cash advances of any type
- Catering
 - The following vendors are the ONLY caterers allowed if accompanied by a completed OOEf:
 - Whole Foods
 - Central Market
- Cell phones and cell phone related monthlycharges
- Communication Design Services
 - Design Services
 - Graphic Design
 - Website Design and Development
 - Brand and Logo Development
- Construction, Renovation Services and Public WorksProjects
- Agreements of any type that involve agreeing to terms and conditions.
- Consulting Services
- Copiers and Copier Maintenance
- Copyright
- Co-Sponsorships
- Cylinder Gases
- Deposits
- Donations or Contributions
- eBay or any other used equipment that exceeds \$500 per item (including shipping) requires an approved [exception request](#).
- eBooks
- Editing Services
- Entertainment Related Items
 - The following Items ARE allowed if accompanied by a completed OOEf:
 - Groceries purchased from grocery stores
 - Baked goods purchased from [bakeries](#)
 - Water or coffee services
 - Flowers or Plants (Includes artificial) that do not exceed \$200; includes taxes and delivery fees
- Events that do not support the institutional mission or business purpose of the University.

- Fees associated with misconduct or misuse (tickets, late fees, penalties)
- Gasoline
- [Gifts/Donations](#)
- [Gift Cards for employees](#)
- Gratuities
 - The following vendors are the ONLY grocery stores that a tip can be included in the delivery fee. Gratuities should not exceed 20 percent (20%) of the bill subtotal before sales tax.
 - HEB, Walmart, Target, Central Market, Whole Foods
- [Hazardous](#) Chemicals and Materials
- Insurance
- Items prohibited from purchase under grant or research contracts
- Landscaping
- Lasers: Class 3 and 4
- Leases & Lease – Purchases or any other time payment
- Lecture Services
- Medical Services
- Moving Services
- Narcotics, Prescription Drugs and Controlled Substances
- Office Supplies – traditional office supplies must be purchased from Today's Business Solutions. An example listing of traditional office supplies can be found [here](#).
- [Parking](#)
- [Parking Permits](#)
- Patent Royalty Fees
- Personal Items
- Personal Services
- Photography and Videographer Services
- Professional Services within the scope of the practice, as defined by state law of:
 - accounting
 - architecture
 - landscape architecture
 - land surveying
 - medicine
 - optometry
 - professional engineering
 - real estate appraising
 - professional nursing
 - interior design
- Precious Metals
- Protection Plans
- Radioactive Materials
- Regalia
- Rental of Individual Items exceeding \$100 per item. The total transaction cost may not exceed \$500.
- Rental of Storage Containers
- Rental of Vehicles
- Repair of Computer Equipment that cannot be performed by UT Campus Computer Store.
- Repair of University Property that doesn't fall under the scope of work performed by facility services.
- Restaurants
- Security Services
- Sensitive Information – Applies to items considered Confidential, Proprietary or a Liability to the University.
- Social Club Dues

- High-Risk Technology and Software that collectively exceeds one (1) year and/or has a total license value of more than \$5,000.
- Sponsorships
- Telecommunication Services
- [Towing](#)
- Trademark and Licensing
- Trade-in Equipment
- Transcription Services
- [Travel and Travel Related Items](#)
- Tuition
- TX Tags and toll roads
- Vehicles, Vehicle Rentals and associated vehicle related costs
- Veterinarian Services
- VISA's and Embassy Related Registration