

# Indiana University Office of Procurement Services

**STANDARD OPERATING PROCEDURE**

<b>SOP NO:</b>	SOP-PCARD-04																										
<b>SUBJECT:</b>	Restricted Items																										
<b>SOURCE:</b>	University Procurement Services																										
<b>ORIGINAL DATE OF ISSUE:</b>	07/22/2019																										
<b>DATE OF LAST REVISION:</b>	05/17/2022																										
<b>DISCLAIMER:</b>	The information provided in this Standard Operating Procedure (SOP) is designed to provide helpful information on this procedure. Purchasing reserves the right to determine on a case by case basis if a SOP should be adjusted for a particular situation. This SOP is not intended to cover each and every situation nor can it anticipate specific circumstances.																										
<b>RATIONALE:</b>	To provide Indiana University employees with a list of restricted items that are strictly prohibited on the P-Card.																										
<b>PROCEDURES</b>	<p>P-Card payment is not allowed on the following list of goods and services. Follow the approved payment procedures for purchasing restricted items. Contact IU Purchasing if you are unsure if an item is restricted.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: left;">Restricted Item</th> <th style="text-align: left;">Approved Payment Method</th> </tr> </thead> <tbody> <tr> <td>Animals</td> <td>PO to contracted supplier</td> </tr> <tr> <td>Capital Equipment</td> <td>PO to supplier</td> </tr> <tr> <td>Cash Advances</td> <td>Contact IU Travel Management Services</td> </tr> <tr> <td>Cell Phones</td> <td>PO to contracted supplier</td> </tr> <tr> <td>Furniture, furnishings</td> <td>Follow IU Policy FIN-PUR-9.0 Furniture Purchases</td> </tr> <tr> <td>Gift Cards</td> <td>National Gift Card Shop Catalog</td> </tr> <tr> <td>Orders to IU employees for personal service</td> <td>PO with ICQ (Independent Contract Questionnaire approved by Tax) or Supplemental Pay</td> </tr> <tr> <td>Personal purchases and the use of personal rewards cards</td> <td>Personal payment method only. If personal payment is accidental, the purchaser will provide proof of reimbursement to IU in the relevant Chrome River P-Card expense report.</td> </tr> <tr> <td>Purchases by one university department to another</td> <td>Internal billing process</td> </tr> <tr> <td>Purchases from online auction sources (eBay, Etsy, etc.)</td> <td>PO, work directly with category manager with expertise in this commodity area</td> </tr> <tr> <td>Purchases involving trade-in</td> <td>PO, work directly with category manager with expertise in this commodity area</td> </tr> <tr> <td>Purchases requiring a signature, such as rental agreements, purchase agreements &amp; contracts</td> <td>PO to the contracted supplier; Work directly with category manager who has signature authority for the specific commodity</td> </tr> </tbody> </table>	Restricted Item	Approved Payment Method	Animals	PO to contracted supplier	Capital Equipment	PO to supplier	Cash Advances	Contact IU Travel Management Services	Cell Phones	PO to contracted supplier	Furniture, furnishings	Follow IU Policy FIN-PUR-9.0 Furniture Purchases	Gift Cards	National Gift Card Shop Catalog	Orders to IU employees for personal service	PO with ICQ (Independent Contract Questionnaire approved by Tax) or Supplemental Pay	Personal purchases and the use of personal rewards cards	Personal payment method only. If personal payment is accidental, the purchaser will provide proof of reimbursement to IU in the relevant Chrome River P-Card expense report.	Purchases by one university department to another	Internal billing process	Purchases from online auction sources (eBay, Etsy, etc.)	PO, work directly with category manager with expertise in this commodity area	Purchases involving trade-in	PO, work directly with category manager with expertise in this commodity area	Purchases requiring a signature, such as rental agreements, purchase agreements & contracts	PO to the contracted supplier; Work directly with category manager who has signature authority for the specific commodity
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	Radioactive materials	PO to contracted supplier
	Recurring payments	PO, Purchaser may request an exception to policy when payment method is credit card only
	Reimbursements to IU employees	Chrome River, \$500.00 maximum allowable; Should be emergency use only
	Software and Software As A Service (SAAS)	Submit the <a href="#">Software &amp; Services Selection Process Form</a> to initiate the review process. You will be contacted by UITS IT Community Partnerships
	Sponsorships	PO, work directly with the Sponsorships category manager
	Travel and travel-related expenses	Prepaid through IU Travel, personal payment method reimbursed through Chrome River Travel and Expense
	Unmanned Aircraft Systems (UAS, Drones)	Contact INLOCC and follow IU Policy PS-05 Unmanned Aircraft
	Used/refurbished goods, goods with no warranty and/or not eligible for return	PO, work directly with category manager with expertise in this commodity area
	Vehicles, boats, trailers (anything requiring a title)	PO, work directly with the category manager with expertise in this commodity area
	Weapons, ammunition	PO, work directly with the category manager with expertise in this commodity area
	Any procurement transaction restricted by IU policy is also restricted on a P-Card transaction.	Follow IU Policy guidelines
	Purchases that can be made from the <a href="#">established contracts</a> . <sup>1</sup>	PO to contracted supplier or Shop Catalog order

**CROSS REFERENCE:** [SOP-PURCH-34 Capital Assets](#)