Unrestricted and Restricted Purchases (Excerpt from University Purchasing Policy 6.2)

- Use of the University P-Card is encouraged for purchases including, but not limited to:
  - Offsite meeting space rental
  - Conference registration
  - Membership Dues
  - Travel expenses
  - Subscriptions
  - One time payments

- The University P-Card may be used for purchases in the following categories, but only with Purchasing Department approval:
  - All computer hardware and software (see policy #4.8 Technology Procurement Policy). Additional approval from the Department of Information Technology (DoIT) is also required.
  - Purchases where the total transaction amount is $5,000 or greater

- The University P-Card may not be used for purchases in the following restricted categories:
  - Animal purchases
  - Capital expenditures such as furniture, fixtures, or equipment that exceed $5,000 per item
  - Contracted Services such as legal/consulting services or opinions (except if purchased on a General Counsel P-card)
  - Creighton University Services
  - Fuel (Use of a University gas card is encouraged for frequent use)
  - Gift cards/certificates
  - Insurance
  - Leases
  - Radioactive materials