

## 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:
  - Conference registration
  - Equipment repair
  - General medical and lab supplies
  - Office supplies
  - Off-site meeting space rental
  - Travel expenses, i.e. airline tickets, hotels, car rentals
- The University P-Card may be used for purchases in the following categories, **but only with Purchasing Department approval:**
  - All computer hardware and software. Additional approval from the Department of Information Technology (DoIT) is also required
  - Purchases where the total transaction amount is \$2,500 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
  - Creighton University Services
  - Fuel (Use of a University gas card is encouraged for frequent use)
  - Gift cards/certificates
  - Insurance
  - Leases
  - Radioactive materials
  - Utilities

- See the Controller's Office website for financial policies regarding restrictions on employee gifts, gift certificates, and gratuities. ([APPL12](#)) ([APPL14](#))
- The Cardholder is responsible for the exemption of sales tax, when applicable, when charges are made to the P-Card