

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