

The purchasing card (PCard) is a fast, flexible purchasing method for low-dollar goods and services that are not otherwise restricted by university policy. Procurement has enhanced the PCard program by allowing more flexibility for PCard users. Here are some allowable purchases on **LOCAL FUNDS** that do not require prior approval:

- Conference registrations
- Flowers and plants (office decor or condolence gifts)
- Food - catering/carry-out/delivery/dine-in
- Memberships
- Services under \$5000 (no contract/agreement)
- Supplies/equipment under \$5000 not available on a UNT System Marketplace catalog

**Allowable purchases with prior approval:**

**Purchase:**

- Advertisements
- Faculty/staff job postings
- Goods/services with contract/terms/agreement
- Insurance policies
- Non-employee travel expenses
- Postage Stamps (shipping/freight does not require prior approval)
- Technology software and systems
- UNT-branded merchandise and apparel

**Request approval from:**

Marketing  
HR/Provost  
UNTS Contracts  
Risk Management  
PCard  
PCard  
UNTS IT Compliance (TAQ)  
Marketing

**Restricted purchases:**

- Assets
  - Audio/Visual equipment over \$500
  - Computers
  - Drones over \$500
  - iPad/tablets
  - Laptops
  - Projectors over \$500
  - Smart phones over \$500
  - Televisions over \$500
- Animals
- Chemicals/hazardous materials
- Cylinder gases
- Employee travel expenses
- Foreign vendors
- Fraudulent purchases
- Gifts/awards/prizes
- Goods/services available in UNT System Marketplace catalog
- Goods/services over \$5000
- Goods/services to be paid with State funds
- Individuals/independent contractors
- PayPal
- Personal purchases
- Unapproved contracts/click wraps
- Venmo/Cash App/other cash transfer services
- Weapons/ammunition