Restricted Purchases: The following are examples of the types of items that may not be purchased with the P-Card:

- Air Conditioners/Space Heaters (except by Facilities Operations)
- Any item exceeding $999
- Alcoholic beverages
- Artwork (including pictures, posters, statues, etc.)
- Audio Visual or Photographic Equipment (except for Media Services, Publications or Student Education related activities)
- Birthday Cakes or office celebrations/parties
- Candy/snacks (except for authorized university concessions)
- Carpet (except by Facilities Operations)
- Cash advances of any type
- Cellular Telephones (including pocket pc’s, blackberry’s, etc)(except for UC and international travel)
- Dry Cleaning/Laundry services (except by Theatre department)
- Employee Entertainment
- Equipment
- Flowers or gifts for condolences, congratulations etc. involving employees or their relatives
- Fines and Penalties
- Fuel (including gasoline, diesel, propane etc except for certain state vehicles and rental cars on authorized travel)
- Furniture and furnishings > $999.00 (including tables, lamps, desks, chairs, etc)
- Gifts/donations of any kind
- Gift cards except those related to student activities and promotions
- Greenery for office beautification
- Insurance (except for auto rental insurance on authorized travel)
- IT hardware or software (Prior IT approval required)
- Kitchen appliances (including coffee pots, microwaves, refrigerators, toasters etc.) (except by Facilities Operations)
- Meals (in accordance to the University’s refreshment policy)
- Office Food Supply Items (including utensils, paper plates, cups, napkins, salt/pepper/sugar, coffee, tea etc.)
- Outdoor signage (except by Facilities Operations)
- Paint (except by Theatre and Facilities Operations)
- Personal or decorative items
- Personal use items (pens/pencil sets, folio’s, attaches’, etc)
- Plants or shrubs (except by Facilities Operations)
- Precious metals
- Prescription drugs and controlled substances with the exception of Health Services
- Professional or Personal services of any type
- Purchase from a university employee or their immediate family (conflict of interest)
- Radioactive materials
- Refreshments (including coffee, tea, water etc)
- Sporting Goods (except by the Division of Athletics)
- Sponsorship (except by Institutional Advancement)
- Telecommunications Equipment (except for University Computing)
- Tobacco Products
- Weapons (except as required by the University Police)

Exemptions or questions regarding restricted purchases may be granted on a case by case basis upon the approval of a member of the WCSU P-Card Team.