TYPICAL PURCHASES

- Administrative Supplies*
- Books
- Cleaning Supplies
- Computer Supplies
- Non-capital Equipment under $5000**
- Maintenance Items
  - Office Supplies (if there is a reason it cannot be purchased from a Buyways vendor)
- Printing expenses and supplies
- Reprints of Journal Articles
- Software
- Conference Registrations
- Institutional Dues and Memberships
- Bottled Water (for water coolers)
- Subscriptions sent to cardholder’s campus address
- Food for University Functions (requires Business Entertainment Expense Form)*
- Freight Charges/Postage
- Airline Tickets
- Lodging
- Vehicle Rental for University Business
- Fuel for State Car or Rental for University Business
- Fast Lane Transponder for University Business

* See attached Business Expense Policy (BOT Doc. T92-031). In addition, a tip of no more than 15% should be given.

** Non-capital equipment (a cost of less than $5,000) may be purchased using a Procard, with the approval of Fund Administrator and Procard Manager. The manager of the Desktop Group in UITS should be consulted before any laptops, desktops, tablets, netbooks, etc. are purchased. Equipment purchased with the Procard is reallocated to the correct non-capital equipment expenditure account (741970 non-capital equipment and 741980, non-capital IT equipment). The asset will be fed into the Asset Management System. The paperwork for the purchased non-capital equipment must be forwarded to the Asset Manager.