

<u>Categories</u>	<u>AggieBuy</u>	<u>PCard</u>	<u>Purchase Order</u>	<u>Disbursement Voucher</u>	<u>Travel Card</u>	<u>Other</u>
Abstract or journal publication fee		Preferred	Allowed			
Advertisements for recruitment, event, or promotion		Preferred	Allowed			
Alcohol ²					Preferred	
Alcohol for research or lab work (not for consumption)	Preferred		Allowed			
Amazon Web Services						Preferred
Animals			Preferred			
Audiovisual equipment & supplies (purchase)		Preferred	Allowed			
Audiovisual equipment & supplies (rental)					Preferred	
Award, recognition or prize (for employees) ²		Preferred	Allowed		Preferred	
Award or prize (for non-employees) ²		Preferred	Allowed		Preferred	
Cell phone service (no hardware)		Allowed		Allowed		Preferred - IET
Cell phone purchase (with service plan)		Allowed				Preferred - IET
Books, CDs, DVDs, or other published media	Preferred	Allowed				
Break room supplies, such as coffee, cups, or water	Preferred	Allowed				
Break room appliances, such as microwaves or coffee maker	Preferred		Allowed			
Building repair & alteration			Preferred			
Cash advances for travel or entertainment					Preferred	
Catering services for events ¹				Allowed	Preferred	
Certifications & exam associated with employment (no travel involved)		Preferred		Allowed	Preferred	
Charter (boat, bus, shuttle, plane, etc.)			Preferred			
Computers (desktop, laptop, peripheral)	Preferred	Allowed				
Conference calling services		Preferred				
Conference or Training Registration (employees)		Allowed			Preferred	
Conference or Training Registration (guests/students)		Preferred			Allowed	

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Controlled substance			Preferred			
Copy or print (on campus)						Preferred- <u>Repro Graphics</u>
Copy or print (off campus)		Preferred				
Donations to non-profits ²				Preferred		
Employee clothing or uniform	Preferred	Allowed				
Entertainment				Allowed	Preferred	
Equipment less than \$4999 without a signed agreement	Preferred	Allowed				
Equipment more than \$4999 ¹	Preferred		Allowed			
Equipment repair on equipment not owned by UCD ¹			Preferred			
Flower Arrangement (e.g. decor for University function)					Preferred	
Flower Arrangement (recognition or sympathy) ²		Preferred				
Gasoline (personal)						Preferred- <u>AggieTravel w/mileage</u>
Gasoline (UC vehicle)						Preferred- <u>Fleet Card</u>
Gifts (employees) ²	Preferred	Preferred				
Gifts (non employees) ²	Preferred	Preferred				
Giftcards ²	Preferred					
Honorarium - speaker or lecturer ²				Preferred		
Independent Contractor and Consultant			Preferred			
Insurance premium or payment		Preferred		Allowed		
IT infrastructure (e.g. servers, networking equipment)	Preferred		Allowed			
License (professional)		Preferred		Allowed		
Maintenance service agreement			Preferred			

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Marketing or promotional material	Preferred	Allowed				
Medical supplies for the office to replenish first aid kits- (e.g. band aids, over the counter medications, antiseptic ointment, etc.)		Preferred				
Membership dues for a professional or technical organization		Allowed		Allowed	Preferred	
Moving service for an office or lab			Preferred			
Office furniture & accessories	Preferred	Allowed				
Offsite lab services (e.g genetic testing)		Preferred	Allowed			
Permit (fees) ¹				Preferred		
Postage (Davis/Campus/Med Center)						Preferred- Mail Services
Postage (remote locations)		Preferred				
Post office box rentals		Preferred				
Precious metal			Preferred			
Programmatic event or expense (also see in Travel & Entertainment) ²			Allowed		Preferred	
Public rental spaces			Allowed			
Radioactive material			Preferred			
Rentals of rooms for entertainment or business meetings ²					Preferred	
Research Participant compensation (clinical trials or human subject)				Preferred		
Scholarship or fellowship				Preferred		
Service requiring a contract			Preferred			
Software (off the shelf & digital, no signed license agreement) agreement	Preferred	Allowed				
Software (requiring signed license agreement)			Preferred			
Sponsorship			Preferred			
Subscription (professional & technical print or online; journal, periodical, magazine or newspaper)		Preferred				
Supplies (instructional, office, classroom, custodial, or landscaping)	Preferred	Allowed	Allowed			

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Temporary labor staffing			Allowed			Preferred- Temp Services
Utility bills (water, electric, etc.)		Preferred	Allowed			
Vehicle lease or purchase			Preferred			
Visa international travel					Preferred	Allowed- AggieTravel

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