

Abstract or journal publication fee		Preferred	Allowed			
Advertisements for recruitment, event, or promotion		Preferred	Allowed			
Alcohol(state funds restrictions)					Preferred	
Alcohol for research or lab work (not for consumption)	Preferred		Allowed			
Amazon Web Services						Preferred
Animals			Preferred			
Audiovisual equipment & supplies supplies (purchase)		Preferred	Allowed			
Audiovisual equipment & supplies (rental)					Preferred	
Award, recognition or prize (for employees)(state funds restrictions)		Preferred	Allowed		Preferred	
Award or prize (for non-employees)(state funds restrictions)		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 cups, cleaning supplies, or water dispensers	Preferred		Allowed			
Building repair & alteration			Preferred			
Cash advances for travel or entertainment					Preferred	
Catering services for events				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	
Categories	AggieBuy	PCard	Purchase Order	Disbursement Voucher	Travel Card	Other

Controlled substance			Preferred			
Copy or print (on campus)						Preferred- Repro Graphics
Copy or print (off campus)		Preferred				
Donations to non-profits(state funds restrictions)				Preferred		
Employee clothing or uniform	Preferred	Allowed				
Entertainment				Allowed	Preferred	
Equipment less than \$4999 without a signed agreement	Preferred	Allowed				
Equipment more than \$4999	Preferred		Allowed			
Equipment repair on equipment not owned by UCD			Preferred			
Flower Arrangement (e.g. decor for University function)					Preferred	
Flower Arrangement (recognition or sympathy)(state funds restrictions)		Preferred				
Gasoline (personal)						Preferred- AggieTravel w/mileage
Gasoline (UC vehicle)						Preferred- Fleet Card
Gifts (employees)(state funds restrictions)	Preferred	Preferred				
Gifts (non employees)(state funds restrictions)	Preferred	Preferred				
Giftcards(state funds restrictions). *Please refer to the HR webpage for more information regarding service awards and length of service	Preferred					
Honorarium - speaker or lecturer(state funds restrictions)				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	Allowed				
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)				Preferred		
Postage (Davis/Campus/Med Center)						Preferred- Mail Services
Postage (remote locations)						Preferred- Mail Services
Post office box rentals		Preferred				
Precious metal			Preferred			
Programmatic event or expense (also see in Travel & Entertainment)(state funds restrictions)			Allowed		Preferred	
Public rental spaces			Allowed			
Radioactive material			Preferred			
Rentals of rooms for entertainment or business meetings(state funds restrictions)					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					
Software (requiring signed license agreement)			Preferred			
Sponsorship			Preferred			
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Subscription (professional & technical print or online; journal, periodical, magazine or newspaper*)		Preferred				
Supplies (instructional, office, classroom, custodial, or landscaping)	Preferred	Allowed	Allowed			
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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