

Restricted Commodities for P-Card and Non PO

| Restricted Commodity | Approved Process |
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| Access control and security items | Public Safety must approve all security and access systems since they have access to all rooms and buildings for safety reasons. Contact Facilities Procurement for assistance. http://www.procurement.umich.edu/contacts.php |
| Airline club memberships | As a standard, these memberships are not approved for purchase by the University. |
| Animals with backbones | All vertebrate animal purchases must be approved by UCUCA for the animal protocol. UCUCA main contact number (734) 763- 8028. Many departments coordinate their animal purchases through the Unit for Laboratory Animal Medicine (ULAM). http://www.ulam.umich.edu . Please check to see if your unit should be working with ULAM. |
| Building renovation/alterations, Facility and Architectural and Engineering Services | All internal and external modifications to University property must be approved by AEC or Plant Operations. Contact Facilities Procurement for assistance http://www.procurement.umich.edu/contacts.php |
| Capital equipment | Equipment that costs over \$500 for the Hospital and \$5000 for campus units, must be handled by the appropriate Procurement team. Some units have more restrictive requirements for the purchase of capital equipment. Please check with your department/unit. http://www.procurement.umich.edu/contacts.php |
| Cash payments to individuals | Individuals should submit non-PO vouchers for reimbursement of expenses. The PCard ATM functionality is not permitted for reimbursing individuals. |
| Compressed gas | Compressed gas requires special handling. Utilize the University contract for compressed gas. Ordering instructions are available on the Contracts website http://www.procurement.umich.edu/contacts.php . |
| Equipment lease agreements | Most lease arrangements require the signing of a lease agreement. Only Procurement staff have the delegated authority to sign these agreements. Submit your request through the standard MPathways requisitioning process or contact Procurement Services for assistance. |
| Firearms or ammunitions | Purchase orders should be utilized to make these types of purchases. Public Safety must approve prior to the purchase, Procurement Services can assist with this transaction. http://www.procurement.umich.edu/contacts.php |
| Floor coverings - including tile, carpeting, etc. | Due to building codes and regulatory issues, purchases of floor coverings must be approved by AEC or Plant Department. Some floor covering may be purchased directly though the University's Strategic Suppliers. http://www.procurement.umich.edu/contacts.php http://www.procurement.umich.edu/ucontracts_list.php |

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| Furniture | Due to building codes and regulatory issues purchases of furniture must be approved by Interior Design and/or Building Managers for some units. Some furniture may be purchased directly though the University's Strategic Suppliers, access is generally granted by the unit or the building manager. Access to furniture catalogs on Marketsite requires departmental approval and a special request to Contract Administration. http://www.procurement.umich.edu/ucontracts_list.php |
| Hazardous, toxic and/or radioactive materials | Purchase of these items requires approval by Occupational Safety & Environmental Health http://www.oseh.umich.edu . Once approved, submit your request through the standard MPathways requisitioning process or contact Procurement Services for assistance. http://www.procurement.umich.edu/contacts.php |
| Human tissue | Tissue must be purchased from a vendor using good manufacturing practices and appropriate procedures. Contact Procurement Services for assistance. http://www.procurement.umich.edu/contacts.php |
| License agreements | Only Procurement Services staff have the delegated authority to sign these agreements. Submit your request through the standard MPathways requisitioning process or contact Procurement Services for assistance. http://www.procurement.umich.edu/contacts.php |
| Loss damage insurance | Insurance arrangements require approval from Risk Management. Submit your request through the standard MPathways requisitioning process or contact Procurement Services for assistance. |
| Maintenance agreements | Most maintenance arrangements require the signing of an agreement. Only Procurement Services staff have the delegated authority to sign these agreements. Submit your request through the standard MPathways requisitioning process or contact Procurement Services for assistance. http://www.procurement.umich.edu/contacts.php |
| Moving expenses | For policy on moving expenses, contact Human Resources http://www.umich.edu/~hraa/ . |
| Personal expenses of any kind | The PCard may not be utilized for any personal expenses, unless the expense occurs when the employee is on travel status and the expense is linked to a University expense. (i.e. in room movies, use of hotel gym, etc) When filing the PCard statement, note these items on the PCard statement and attach a check made payable to The University of Michigan to cover this personal expense. |
| Pharmaceuticals | Pharmaceuticals can only be purchased by units holding a DEA license to do so. For units with a DEA license, the purchase of pharmaceuticals is normally done from a contract. Please contact Procurement Services to establish a contract or to be added to an existing contract. http://www.procurement.umich.edu/contacts.php |
| Safety equipment | Purchase of these items requires approval by Occupational Safety & Environmental Health http://www.oseh.umich.edu . Once approved, submit your request through the standard MPathways requisitioning process or contact Procurement Services for assistance. http://www.procurement.umich.edu/contacts.php |
| Services by companies/individuals that are not incorporated. | Utilize Form G Process. University of Michigan SPG 201.85. Until January 2008. (new process will be implemented) |

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| Services of others, examples include: auditors, child care, consultants, interior design, skilled labor, legal, etc | Many types of service arrangements require approval from other University departments, such as OGC, OSEH, AEC, or Risk Management. Submit your request through the standard MPathways requisitioning process or contact Procurement Services for assistance. |
| Signed contracts and agreements | Only Procurement staff have the delegated authority to sign these agreements, regardless of dollar amount. Submit your request through the standard MPathways requisitioning process or contact Procurement Services for assistance. http://www.procurement.umich.edu/contacts.php |
| Telecommunication systems | All telecommunications system requirements should be reviewed by IT Com. Contact IT Com http://www.itcom.itd.umich.edu for information. The Procurement Services Technology Procurement team can assist with your procurement requirements. http://www.procurement.umich.edu/contacts.php |
| Temporary staffing | Contact the Temporary Staffing Services Office http://www.umich.edu/~hrra/temps/ or utilize a University contract. http://www.procurement.umich.edu/ucontracts_list.php |
| Tuition reimbursement | Follow tuition reimbursement policies provided by Human Resources http://www.umich.edu/~hrra/ |
| Vehicles | Contact the appropriate Procurement Services team for assistance. http://www.procurement.umich.edu/contacts.php |
| Waste handling | Contact the appropriate Procurement Services team for assistance. http://www.procurement.umich.edu/contacts.php |
| Window covering | Due to building codes and regulatory issues purchases of window coverings must be approved by AEC or Plant Department. Contact Procurement Services for assistance. http://www.procurement.umich.edu/contacts.php |