

UCSB FLEXCARD COMMODITIES LIST

Commodity	FC?	If No, Correct Method	Policy Reference
Advertisements (Newspaper, Magazine, Radio)	Yes		
Airfare	No	Corporate Card Travel / Entertainment process	BUS G-28
Alcohol (Ethyl)	No	Purchasing Department	
Alcohol (Spirits)	No	Corporate Card Travel / Entertainment Process (Exception Needed)	BUS-79
Animals	No	Purchasing Dept (Vivarium Approval)	
Artwork (Public / Reception Areas ONLY)	Yes		
Artwork (Employees' Work Space)	NO	NOT ALLOWED UNDER ANY CIRCUMSTANCES	
Athletic Supplies and Apparel	Yes		
Audio / Visual Equipment	Yes		
Automatic External Defibrillator	No	Purchasing Department (EH&S Approval)	
Awards	Yes	\$400 Maximum FlexCard Non-Cash Awards Approval Form Required	BUS G-41
Books	Yes		
Bottled Water	Yes	Approved Campus Contract Vendor Only	
Business Cards	No	Central Stores	
Cable & Pay Television Services	No	Communication Services	
Canopies – Rental	No	Furniture Services / Purchasing Dept.	
Carpet Cleaning	No	Facilities Management	
Carpets and Floor Coverings	No	Facilities Management	
Cash Advances	No	Corporate Card Travel / Entertainment process	BUS G-28
Catering Services	No	UCEN Dining Services / EH&S Catering Guidelines	
Cell Phones and Cellular Services	Yes	Approved Campus Contract Vendors Only	
Charters (Boat, Bus, Air, Limo, Shuttle, etc.)	No	Purchasing Department	
Chemicals (Hazardous)	No	Purchasing Department (EH&S Approval)	
Chemicals (Non-Hazardous)	Yes		
Classroom Supplies	Yes		
Cleaning Supplies and Equipment	Yes		
Consultant Agreements	No	Contracts Office	BUS-34
Controlled Substances	No	Purchasing Department (EH&S Approval)	
Copiers	Yes	Approved Campus Contract Vendors Only	

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Donations	NO	NOT ALLOWED UNDER ANY CIRCUMSTANCES	
eBay	Yes	"Buyer Beware" - refunds may be difficult	
Employment Services	Yes	Approved Campus Contract Vendors Only	
Entertainment	No	Corporate Card Travel / Entertainment Process	BUS-79
Equipment, Non-Inventorial	Yes		
Equipment, Inventorial	Yes	1. Only if paying a Purchase Order 2. PO number MUST be entered into Reference Number field in FlexCard Allocation Module	
Extermination Services	No	Facilities Management	
Fabrication Items	Yes		
Facility Repairs or Renovations (Carpentry, Painting, Electrical, etc.)	No	Facilities Management	
Firearms, Ammunition and Explosives	No	Purchasing Department	
Flowers (Bereavement, Recognition Gifts to Employees)	Yes	\$75 Maximum FlexCard Non-Cash Awards Approval Form required	
Flowers (Public / Reception Areas)	Yes		
Flowers (Employee's Work Space)	NO	NOT ALLOWED UNDER ANY CIRCUMSTANCES	
Food, Beverages and Snacks (Business Meetings, Receptions)	No	Corporate Card Travel / Entertainment Process	BUS-79
Furniture	Yes		
Gasoline (Travel-Related)	No	Corporate Card Travel / Entertainment Process	BUS G-28
Goods, Services and Appliances for Employee Personal Use (Coffee, Coffee Pots, Toasters, Refrigerators, Microwaves, etc.)	NO	NOT ALLOWED UNDER ANY CIRCUMSTANCES	
Hotels, Motels, Lodgings	No	Corporate Card Travel / Entertainment Process	BUS-79
Insecticides, Pesticides, Fungicides, Herbicides	No	Facilities Management	
Insurance	No	EH&S / Risk Management	
Janitorial Services	No	Facilities Management	
Lease of Equipment	No	Purchasing Department	

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Lease (Rental) of Office, Research Space	No	Contracts Office	
Lease (Rental) of Off-Site Storage Units	Yes	Rental Agreement Must First Be Approved and Signed by Contracts Office	
Legal Services	No	EH&S / Risk Management	
Meals	No	Corporate Card Travel / Entertainment Process	BUS G-28
Memberships, Professional	Yes	FlexCard Membership Approval Form Required	BUS G-43
Moving Services (Household, Office & Industrial Removal)	No	Purchasing Department	BUS-43 BUS G-13
Newspaper Delivery Service (Including Online)	Yes		
Non-Controlled Substances	Yes		
Office Supplies	Yes		
Pagers and Pager Services	Yes	Approved Campus Contract Vendor Only	
Parking Expenses Related to Business Travel	No	Corporate Card Travel / Entertainment Process	BUS G-28
Paypal	Yes	"Buyer Beware" - refunds may be difficult	
Periodicals and Publications	Yes		
Personal Services Agreements	No	Contracts Office	
Photographic Equipment, Processing and Supplies	Yes		
Plants (Public / Reception Areas ONLY)	Yes		
Plants (Employees' Work Space)	NO	NOT ALLOWED UNDER ANY CIRCUMSTANCES	
Playground Equipment	No	Purchasing Department	
Postage Stamps	No	Mail Services	
Precious Metals	No	Purchasing Department	Bus 43, Part 3
Printers and Supplies	Yes		
Printing Services	Yes		
Propane Gas	No	Purchasing Department	
Publications	Yes		

UCSB FLEXCARD COMMODITIES LIST

Commodity	FC?	If No, Correct Method	Policy Reference
Purchase Orders	Yes	The following conditions apply: 1. If payment total exceeds FlexCard per transaction limit, FlexCard Administration must approve a temporary limit increase 2. PO number MUST be entered into Reference Number field in FlexCard Allocation Module	
Purchases (Goods OR Services) Requiring You to SIGN A CONTRACT	Yes	The following conditions apply: 1. Contract must be completed and signed by the Contracts Office PRIOR TO PAYMENT 2. Payments must be in accordance with contract terms and conditions	
Radioactive Materials	No	Purchasing Department (EH&S Approval)	Bus 43, Part 3
Recognition Gifts (Including Gift Cards and Certificates) – EMPLOYEES, INCLUDING STUDENT WORKERS	Yes	\$75 Maximum FlexCard Non-Cash Awards Approval Form Required	BUS G-41
Recognition Gifts (Including Gift Cards and Certificates) – NON-EMPLOYEES	Yes	\$250 Maximum FlexCard Non-Cash Awards Approval Form Required	BUS G-42
Registration Fees for Conferences / Seminars (With Travel Expenses)	No	Corporate Card Travel / Entertainment Process	BUS G-28
Registration Fees for Conferences / Seminars / Webinars (<u>Without</u> Travel Expenses)	Yes		
Reprints of Journal Articles	Yes		
Retirement Gifts (Including Gift Card and Certificates)	Yes	\$400 Maximum FlexCard Non-Cash Awards Approval Form required	BUS G-41
Security Services	No	Contracts Office	
Services - Low Risk, or when a <u>UC</u> or <u>UCSB</u> Agreement is in Place with Vendor	Yes		
Services, if UC Or UCSB Agreement Is NOT in Place with Vendor	No	Purchasing or Contracts Office	
Storage Containers, On-Site	No	Purchasing Department	

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Commodity	FC?	If No, Correct Method	Policy Reference
Storage, Off-Site Rental Units	Yes	Rental Agreement Must First Be Approved and Signed by Contracts Office	
Subscriptions	Yes		
Sympathy Gifts (Employees and Non-Employees)	Yes	\$75 Maximum FlexCard Non-Cash Awards Approval Form Required	BUS G-41 BUS G-42
Teaching supplies	Yes		
Tickets, Entertainment or Business-Related Functions	No	Corporate Card Travel / Entertainment Process	BUS G-41 BUS-79
Travel Expenses	No	Corporate Card Travel / Entertainment Process	BUS G-28
UCSB Bookstore	Yes		
Upholstery Cleaning	No	Purchasing Department	
Vehicle Rental (Business Travel, Field Trips)	No	Corporate Card Travel / Entertainment Process (Approved Strategic Sourcing Vendors Only)	BUS-79
Waste Management Services	No	Facilities Management	
Water Treatment Services	No	Facilities Management	
Web Site Design Services	No	Contracts Office	
Window Coverings	No	Purchasing Department	