

UNJt9 VERS72 66(TY)4.9 ( O)-3.66(F N)8.6 (O)-3.66(ard limits; having a single purchase split into two (2) or rohibited.

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- x Donations and sponsorships
- x Gifts of alcohol.
- x Maintenance contracts and lease agreements
- x Contracts and payments to individuals and small unincorporated companies (i.e. sole proprietorships) for services.
- x Equipment rentals exceeding thirty (30) days
- x Services provided through Facilities and Operations (e.g. construction/building maintenance)
- x Restricted or controlled goods (as outlined below)
- x Certain goods purchased from foreign locations (as outlined below)

6. Restricted or Controlled Goods - Restricted or controlled goods must be requested using the FAST Web Requisition System. The following goods are examples of unallowable purchases on the P-Card.

- x Controlled substances
- x Radioactive and infectious disease materials
- x

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# UNIVERSITY OF NORTHERN BRITISH COLUMBIA

## Contracts & Supply Chain Management Internal Procedure

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8. Equipment Assets - The University records assets with an acquisition value of \$2500 or greater and any portable items under \$2500 the University deems necessary as prone to loss or theft.

9. Shipping Instructions - All goods are to be shipped to Distribution Services – Main Receiving Dock, 3333 University Way, Prince George, BC, V2N 4Z9 and clearly identify the Cardholder name on the box and packing slip.

Revision Log: