

Prohibited Purchases

Exceptions

Alcoholic Beverages	None-Prohibited
Capital Expenditures	None-Prohibited
Cash Advances	None-Prohibited
Computers, Laptops, and Servers	All technology purchases require coordination with Information Technology Services (ITS) Department for validation before submitting requisitions to the purchasing department. Inventory control asset tags are required.
Construction, Remodeling, Renovation	Permitted: must coordinate with the Facilities Department.
Contributions, Donations to Other Facilities	Permitted: must obtain authorized MOU or MOA.
Controlled Substance and Prescription Drugs	None-Prohibited
Data Network Equipment and Accessories: Ethernet Switches, Hubs, Routers, DSL, Firewalls, Wireless Access Points, VPN, and Gateways	Exception for obtaining prior approval by ITS Department before purchase.
Decorations (Personal Office)	Exception for obtaining prior approval by CFO to display in public areas only.
Employee Benefits: Entertainment, Tuition, and Gifts	None-Prohibited
Entertainment: Movies, Concerts, Theme Parks, Athletic Events, Parties (Birthday, Holiday, Anniversary, Promotion, Baby Shower, and Retirement)	None-Prohibited
Equipment	Permitted: equipment exceeding \$500 requires a requisition, purchase order, and inventory management asset tag.
Flowers	For Official Occasions Only - prior approval by President, Provost or Divisional VP.
Food, Meals, Drinks, Coffee, and Consumables	For Business Purposes Only. All food orders must be coordinated with Chartwells. Departments are authorized to obtain quotes from external vendors if Chartwells is unable to accommodate catering requests. Departments are prohibited from purchasing food, drinks, coffee, creamer, sugar, cups, or stir sticks for “Personal” consumption.
Gift Cards, Certificates, Vouchers, and Coupons	Permitted: requires prior approval by the President, Provost or CFO.
Phone Calling Cards	None-Prohibited
Postage	For Business Purposes Only. The Business Office is the Only Authorized department.
Personal Purchases	None-Prohibited (No commodities or services for intent of “Personal” use or benefit)
Radioactive Materials & Devices: Isotopes, X-Rays, Electron Capture Device (ECD), Gas Chromatograph, Radiological Source, Phosphorus-32 (P-32), Iodine-125 (I-125), Radionuclide, Scintillation Counter, Gamma Counter, Sealed Source, Sealed Radioactive Source & Laser	None-Prohibited
Services (Suppliers, Vendors, and Independent Contractors)	Permitted: authorization to perform services on campus occurs after an executed purchase order (including indemnity bonds and independent contractors).
Services (Department of Facilities)	None-Prohibited
Software Licenses	All software licenses must be coordinated with the ITS Department.
Split Requisitions	None-Prohibited (Circumventing procurement threshold competitive processes by submitting splitting requisitions are strictly prohibited)
Student Tuition, Scholarships, and Stipends	None-Prohibited
Telecommunication: Landline and Cellular (Equipment, Installation, and Services)	None-Prohibited (ITS Department is the Only Authorized department)
Weapons, Ammunition, and Chemical Ammunition	None-Prohibited (University Police Department (UPD) is the Only Authorized department)