

The following are examples of the types of items that may not be purchased with the P- Card:

- Air Conditioners/Space Heaters (except by Facilities Operations)
- Any item exceeding \$4,999.99 unless an exception is granted by the Purchasing Office
- Alcoholic beverages
- Artwork (including pictures, posters, statues, etc.)
- Audio Visual or Photographic Equipment (except for Media Services, Publications or Student Education related activities)
- Birthday Cakes or items related to office celebrations/parties
- Candy/snacks (except for authorized university concessions, student activity funded programming, and student programming)
- Capital equipment or items funded with capital or bond funds.
- Carpet (except by Facilities Operations)
- Car Washes (except by Facilities and University Police)
- Cash advances of any type
- Cellular Telephones (including pocket pc's, blackberry's, etc.) (except as approved by IT&I and international travel purposes)
- Dry Cleaning/Laundry services (except by Theatre, Residence Life, and Police Departments)
- Employee entertainment and benefits (including tuition and gifts)
- Equipment (as defined in the Property Management Asset Valuation Manual)
- Extended lease and rental agreements
- Financial Instruments (ie; money order, bank draft)
- Flowers or gifts for condolences, congratulations etc. involving employees or their relatives
- Fines and Penalties
- Food/Meals (except for student and student activity funded programming, University sports teams, study abroad programs, and student sponsored off campus events.) (food and meals involving employees must be in accord with the University's refreshment policy)
  - Fuel (including gasoline, diesel, propane etc.)
  - Furniture and furnishes >than \$4,999.99 (including tables, lamps, desks, chairs, etc.)
  - Gifts/donations of any kind
  - Gift cards except those related to student programming and student activity funded promotions and programs
  - Greenery for office beautification
  - Insurance (except for auto rental insurance on authorized travel)
  - Information Technology hardware and software (prior approval from IT&I Department required)
  - Kitchen appliances (including coffee pots, microwaves, heaters, refrigerators, toasters etc.) (except by Facilities Operations and Residence Life)

- Office Food Supply Items (refer to University's Refreshment Policy) (including utensils, paper plates, cups, napkins, salt/pepper/sugar, coffee, tea etc.) (except for student activity funded programming)
- Outdoor signage (except by Facilities Operations and Police Departments)
- Paint (except by Theatre Department and Facilities Operations Departments)
- Personal or decorative items
- Personal use items (pens/pencil sets, folio's, attaches', etc.)
- Plants or shrubs (except by Facilities Operations)
- Precious metals
- Prescription drugs and controlled substances (with the exception of Health Services and Athletics Departments)
- Professional or Personal services of any type
- Purchase from a University employee or their immediate family (refer to state ethics policy)
- Radioactive materials
- Sporting Goods (except by Athletics and Recreation Departments and student activity funded programming)
- Sponsorship (except by Institutional Advancement)
- Telecommunications Equipment (except by IT&I)
- Temporary Help
- Tobacco Products
- Weapons (except as required by the University Police)

**Exemptions or questions regarding restricted purchases may be granted on a case by case basis upon the approval of the University's Purchasing Department.**

### **Information Technology & Innovation (IT&I)**

Cardholders are to contact Information Technology & Innovation (IT&I) Services and obtain approval prior to purchasing any software or hardware to ensure compatibility with the WCSU system and CSUS policies. The only exception to this approval is the purchase of miscellaneous IT accessories such as keyboards, mice, cases, cables, and related items which are peripheral to approved devices. Information Technology & Innovation Services reserves the right to not support any hardware or connect it to the campus network if purchases are made without prior approval.

### **Facilities**

Cardholders are to contact Facilities Management prior to purchasing any item that may require electrical, plumbing, carpentry, painting or structural work.

Facilities Management will ensure that the item being ordered is appropriate and will advise if additional work will be required.

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