

P-CARD PROHIBITED PURCHASES/EXCEPTIONS LIST

PROHIBITED PURCHASES (In First Column Below)

Purchase of some equipment, materials, supplies or services is subject to applicable statutes and regulations of the United States, State of Illinois, University policy, and legal/technical and public safety constraints. Therefore, the P-Card shall not be used for specific transactions. Requirements for such items must be purchased using other, more appropriate purchasing means. The following list of items shall not be purchased using a P-Card.

EXCEPTIONS (In Second Column Below)

The list of category purchase exceptions, along with the scope of the limitation is described below. If the equipment, material, supplies, or services being purchased does not fall within the stated scope of the limitation, then the department may utilize the P-Card to initiate the purchase. Otherwise, the department should use the Requisition procedure to initiate the purchase.

PROHIBITED	EXCEPTIONS
Advertisements for human resource recruiting (faculty or civil service)	Must have prior written approval from Affirmative Action for faculty position and both Affirmative Action & Human Resources for civil service positions.
Alcoholic beverages	Activities and functions held at Touch of Nature only.
Animals	School of Medicine and Vivarium personnel only.
Business Cards (Are available through Printing and Duplicating)	None - Prohibited
Capital Development Board expenditures & purchases	None - Prohibited
Carpeting	None - Prohibited
Cash advances, instruments or refunds	None - Prohibited
Charter bus and charter air	None - Prohibited
Coin-operated devices	None - Prohibited
Computers, Laptops and Servers	Dell and Apple computers less than \$3,500 may be purchased with the P-Card. Before purchasing a computer you <i>must</i> complete and submit a P-Card Computer Request form to Eric Massey in Purchasing MC6813 or emassey@siu.edu .
Construction/remodeling/renovations	None - Prohibited
Consultant and speaker fees/honorariums	None - Prohibited
Controlled substances & prescription drugs	Medical & dental personnel with valid registration number
Donations to other entities	None - Prohibited
Draperies & blinds for windows	None – Prohibited
Employee benefits: entertainment, tuition, gifts	None - Prohibited
Entertainment cost	None - Prohibited

Equipment (single item costing \$1,500 or more)	Note: Equipment \$100 or more must be tagged by Fixed Asset Accounting, complete the P-Card Equipment Transaction form.
Fines, late fees or penalties (including parking tickets)	None - Prohibited
Flowers	For official SIU business - <u>not</u> allowable for personal occasions - baby, birthdays, funerals, illnesses, weddings, etc. State accounts may not be used.
Fuel, bulk (automotive, aviation and farm)	None - Prohibited
Furniture	A P-Card may be used for furniture purchases, where the single item or combined transaction total is less than \$3,500, however, you must review the Furniture Policy and Procedures BEFORE making the purchase. Note: The Direct Voucher Method is prohibited. If you have further questions, contact Betty Rouse at 453-6710 or bettyr@siu.edu .
Gasoline for any vehicle	Note: The P-Card may <u>not</u> be used for Travel Service vehicles, but may be utilized to fuel rental vehicles.
Hazardous chemicals & materials	None - Prohibited
Housing costs (including deposits) where a written real property lease is required.	None - Prohibited
Leases, rentals On agreements or contracts for the purchase, rental or lease of equipment, materials, services or supplies.	NOTE: A P-Card may be used if the rental or lease will not result in multiple payments. However, a P-Card <u>should not</u> be used if Supplier requires a rental/lease agreement or any contract to be signed by an authorized University representative. Daily or weekly rentals are permitted if resulting in single payment.
Maintenance Agreements for service	None - Prohibited
Meals of SIU employees while on travel status	Business Meeting Meals Only : Read “Know Before You Go” on SIUC Travel Website http://www.campustravel.com/university/siucarbondale/
Membership for personal benefit or social club dues	None - Prohibited
Partition panels	None - Prohibited
Personal purchases (all purchases MUST be for the official benefit and/or use of the University)	None - Prohibited
Phone Calling Cards	None - Prohibited
Photocopies	While SIU employees are on travel status only.
Postage	None – Prohibited

<p>Printing</p>	<p>1) A P-Card may be used for design work, printing, typesetting, binding and office forms <u>if</u> the department has obtained written approval from Printing and Duplicating services <u>beforehand</u>. See instructions from Printing/Duplicating.</p> <p>2) Due to the printing trade's customs of plus or minus 10% over/under runs, do not use the P- Card unless the cardholder is sure it <u>will not exceed</u> their maximum transaction limit.</p> <p>3) Before having logos, University seal, etc. printed by off-campus sources, users <u>must obtain written confirmation</u> from the Director of Media and Communications Resources that the proposed materials conform to the specifications that the University requires.</p> <p>4) In an effort to support the campus recycling effort, cardholders must consider the procurement of products made with 100% post consumer and recyclable and/or recycled materials when selecting printing stock.</p>
<p>Professional and artistic services (consultants, independent contractors, performers and speakers)</p>	<p>None - Prohibited</p>
<p>Radioactive materials</p>	<p>None - Prohibited</p>
<p>Repair of equipment or materials</p>	<p>A P-Card may be used if the total amount of repair is less than \$1,500 and this amount is known beforehand based on a firm or written quote from the supplier. The supplier has a current Certificate of Liability Insurance on file with the University.</p>
<p>Services performed by suppliers on campus involving an indemnity bond or those with independent contractors, which may require IRS 1099 forms, must be processed on a requisition.</p>	<p>Suppliers who perform a service on campus such as catering or on-site repairs whose insurance is current. Check the Insurance Instructions before calling the supplier.</p>
<p>Services usually provided by Service Departments (e.g. Facilities Management, Physical Plant Service, Printing, Travel Service, Telecommunications, etc.</p>	<p>None – Prohibited</p>
<p>Software Licenses</p>	<p>A P-Card may be utilized if the Supplier <u>does not</u> require a license agreement or contract to be signed by an authorized University representative.</p>

Space Heaters	A P-Card may be used if the department has obtained written approval from the Chief Engineer at Physical Plant Service.
Stringing (making successive purchases) to circumvent the \$32,600 competitive selection limit is <i>Not Permitted</i> .	None - Prohibited
Student events, travel, tuition, scholarships or stipends.	None - Prohibited
Telephone Equipment (including: regular phones, cellular phones and installation or service on campus). Cellular phone service plans, including changes, or cancellations <u>must be</u> processed through Telecommunications Services	Telecommunications Services is the only department authorized to purchase telephone equipment. All departments may purchase printer/fax machines (under \$1,500) and cellular telephone accessories under a \$100 (ie phone cases, headsets, batteries, chargers and other auxiliary items.)
Trade-in of any inventory items.	None - Prohibited
Transfers	None - Prohibited
Tuition for employees	None - Prohibited
Utility payments	None - Prohibited
Vendors who charge a membership fee to purchase their products.	None - Prohibited
Vehicle, rental of (airplanes, auto, motorcycle, trucks, trailers, etc.)	SIU employees while on travel status, <u>must be a minimum of 125 miles away from campus</u> , may rent vehicles utilizing the P-Card.
Weapons, ammunition, chemical ammunition.	Sworn law enforcement officers associated with Department of Public Safety only.

Revised 07/01/08