

## **Attachment 4**

### **Purchasing Card Restricted Purchases**

#### **\*Restricted Businesses**

1. Florist
2. Liquor Stores
3. Grocery Stores (Allowed for Athletic Teams and Student Activities)
4. Insurance Agencies
5. Restaurants (Allowed for Athletic Teams and Student Activities)

#### **\*Restricted Commodities**

1. Cash Advances
2. Gift Cards
3. IT Hardware Purchases (Software under \$1000 allowed by following procedures in Purchasing Regulations item 5)
4. Food (Allowed for Athletic Teams and Student Activities)
5. Personal items
6. Cellular Phones and related monthly charges
7. Gasoline
8. Meals (Allowed for Athletic Teams and Student Activities )
9. Hotel Rooms (Allowed for Athletic Teams)
10. Equipment costing \$3,000 or more
11. Personal use items such as radios, coffee pots, microwave ovens, lamps, rugs etc.
12. Firearms and explosives
13. Services involving an employer/employee relationship
14. Holiday Decorations and cards
15. Plants and cut flowers for office use