

# CONDITIONAL/RESTRICTED PURCHASES

## CONDITIONAL:

### Items needing approval forms:

Memberships

Alcohol (also, can only be purchased with discretionary funds)

*\*You must email your signed approval form to [procard@tamut.edu](mailto:procard@tamut.edu) and receive approval for the use of the p-card before purchasing.*

### Items needing to be documented:

Services/Rentals on Agreements – *only if all other forms of payment are not acceptable to the vendor.*

Entertainment services : theater, golf, bowling, movies, exhibits, etc

Furniture

Postage/FedEx charges – this can be done through receiving -only in emergency situations is allowed on P-Cards.

*\*NOTE: ALL services/rentals must be on an agreement -Email [purchasing@tamut.edu](mailto:purchasing@tamut.edu) for questions.*

## RESTRICTED :

Advertising

Equipment/Furniture that needs to be controlled or inventoried

Cell phones

Chemicals

Anything that needs an IT approval (computer software/hardware/printers)

Appliances

Maintenance and repairs (vehicles, equipment, building, computers, etc)

Medicine

Printing (pamphlets, brochures, etc) – Email Marketing in University Advancement

Promotional/Customized Items – ANYTHING that has the University name or logo in any form MUST be on a purchase order.

Dues for social clubs

Sponsorships

Travel related -gas, airlines, car rentals, hotels, toll fees, etc

Uniforms (same as customized)

Utilities

*\*\*If you are unsure if your purchase falls under a restricted item, email [procard@tamut.edu](mailto:procard@tamut.edu) for verification.*

*\*\*\*All travel related items should be on a travel card. Email Stephenie Durham for questions.*