

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 PURCHASES	EXCEPTIONS
Advertisements for human resource recruiting (Faculty, Civil Service or Administrative Professional)	Must have prior written approval from Affirmative Action for Faculty positions or Administrative Professional positions and both Affirmative Action & Human Resources for Civil Service positions.
Advertisements for marketing and promotion of University events	If a signed agreement is required, the agreement must be reviewed by Legal Counsel and signed by the vendor and an authorized representative of the University prior to completion of the P-Card transaction. (Refer to Expense Guidelines)
Alcoholic beverages	None - Prohibited
Animals	School of Medicine and Vivarium personnel only.

PROHIBITED PURCHASES	EXCEPTIONS
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
Computers, Laptops and Servers	<p>Computer requests will be submitted by using the Dell Computer P-Card Request Form, along with a saved Dell E-Quote or the Apple Computer P-Card Request Form, along with an Apple Web Proposal and letter of justification. Fax forms to Information Technology at 453-3000.</p> <p>When reconciling the transaction in PaymentNet, the “Equip Purchasing Num” Field must be completed.</p> <p>Note: Computer Equipment \$100 or more must be tagged by Property Control, complete the Equipment Tagging Request Form.</p>
Construction/remodeling/renovations	None - Prohibited
Consultant and speaker fees/honorariums	May be paid on P-Card up to \$4,999. Requires purchase requisition if over \$5,000. Requires completed Independent Contractor Analysis Form if paying an individual.
Contributions/Donations to other Entities	None - Prohibited

PROHIBITED PURCHASES	EXCEPTIONS
Controlled substances & prescription drugs	Medical & dental personnel with valid registration number
Data Network Equipment and Accessories to include: Ethernet Switches and Hubs, Routers, DSL, Firewalls, Wireless Access Points, VPN, Gateways	All Data Network Equipment and Accessories must be approved prior to purchase by Information Technology. Contact Michael A. Shelton at 453-6219.
Decorations	Decorations to be used in public areas <u>Only</u> . Requires Chancellor or Vice Chancellor approval. (Refer to Expense Guidelines).
Donations to other entities	None - Prohibited
Draperies & blinds for windows	None - Prohibited
Employee benefits: entertainment, tuition, gifts	None – Prohibited (Refer to Expense Guidelines)
Entertainment costs such as: movies, concerts, theme parks, athletic events, etc. Parties such as birthdays, holidays, anniversaries, baby showers and retirements.	None – Prohibited (Refer to Expense Guidelines)

PROHIBITED PURCHASES	EXCEPTIONS
<p>Equipment (single item costing \$5,000 or more)</p>	<p>Note: Equipment \$100 or more must be tagged by Property Control, complete the Equipment Tagging Request Form.</p> <p>When reconciling the transaction in PaymentNet, the Transaction Custom Field for equipment must be completed.</p> <p>**For Computer and Furniture equipment purchases, refer to specific instructions.</p>
<p>Fines, late fees or penalties (including parking tickets)</p>	<p>None - Prohibited</p>
<p>Flowers</p>	<p>For official SIU business or instructional purposes only. (Refer to Expense Guidelines).</p> <p>Not allowable for personal occasions - baby, birthdays, congratulatory, funerals, illnesses, weddings, retirements, student or employee appreciation, etc.</p>
<p>Food and Meals</p>	<p>Business Meeting Meals, Entertaining Official Guests, Employee Retreats, Employee Interviews, Employee Recruitment, and Official University Functions Only. (Refer to Expense Guidelines).</p> <p>An Entertainment Expense form must be completed and kept with the documentation for the transaction.</p> <p>Must use an approved caterer.</p> <p>The P-Card may not be used for meals while on travel status with the exception of Business Meetings.</p> <p>Read "Travel Regulations" on the Accounting Services web page.</p>

PROHIBITED PURCHASES	EXCEPTIONS
Fuel, bulk (automotive, aviation and farm)	None - Prohibited
Fuel tanks	A P-Card may be used if the department has obtained prior written approval from the Center for Environmental Health & Safety.
Furniture	<p>A P-Card may be used for furniture purchases from approved IPHEC vendors. However, you should review the Furniture Policy and Procedures BEFORE making the purchase.</p> <p>Note: The Direct Voucher Method is prohibited. If you have further questions, contact Betty Rouse at 453-6710 or bettyr@siu.edu.</p> <p>When reconciling the transaction in PaymentNet, the “Equip Purchasing Num” Field must be completed.</p> <p>Note: Furniture \$100 or more must be tagged by Property Control, complete the Equipment Tagging Request Form.</p>
Gasoline	Note: The P-Card may <u>not</u> be used for Travel Service vehicles, but may be utilized to fuel rental vehicles while on Travel Status.
Generators	A P-Card may be used if the department has obtained prior written approval from the Center for Environmental Health & Safety.
Gift Cards, Gift Certificates, Gift Vouchers, and Gift Coupons	None - Prohibited
Gifts & Prizes (non-cash)	None – Prohibited (Refer to Expense Guidelines).

PROHIBITED PURCHASES	EXCEPTIONS
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.	<p>Note: A P-Card may be used if the rental or lease will not result in multiple payments.</p> <p>However, a P-Card may not be used if a Supplier requires a rental/lease agreement or any contract to be signed by an authorized University representative.</p> <p>Daily or weekly rentals are permitted if resulting in single payment.</p>
Membership for personal benefit or social club dues	None - Prohibited
Partition panels	None - Prohibited
Payments to other SIU Departments (for sales/service)	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

PROHIBITED PURCHASES	EXCEPTIONS
<p>Printing</p>	<ol style="list-style-type: none"> 1) A P-Card may be used at vendors other than Printing & Duplicating <u>if</u> the department has obtained <u>advance</u> written approval from Printing and Duplicating services. See instructions from Printing/Duplicating. 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. 3) Before having logos, University seal, etc. printed by off-campus sources, users <u>must obtain written confirmation</u> from University Communications and Marketing that the proposed materials conform to the specifications that the University requires. 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>Professional and Artistic Services in the areas of:</p> <ul style="list-style-type: none"> Law Accounting Medicine Dentistry Clinical Psychology Custom-produced art 	<p>None – Prohibited</p> <p>Professional and Artistic Services less than \$20,000 must be published on the State Procurement Bulletin within 14 days after contract execution.</p> <p>Note: The Direct Voucher Method is also prohibited. If you have further questions, contact Tina Logan at 453-6713 or tlogan@siu.edu</p>

PROHIBITED PURCHASES	EXCEPTIONS
<p>Radioactive materials & devices to include:</p> <ul style="list-style-type: none"> Isotope X-ray Electron Capture Device (ECD) Gas Chromatograph Radiological Source P-32 (Phosphorus-32) I-125 (Iodine-125) Radionuclide Scintillation Counter Gamma Counter Sealed Source / Sealed Radioactive Source X-ray Machine Laser 	<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 \$5,000 and this amount is known beforehand based on a firm or written quote from the supplier.</p> <p>The supplier must have 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, must be processed on a purchase requisition.</p>	<p>Suppliers who perform a service on campus such as catering or on-site repairs whose insurance is current.</p> <p>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 does not require a license agreement or contract to be signed by an authorized University representative.</p>

PROHIBITED PURCHASES	EXCEPTIONS
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 competitive selection limit (Small Purchase Maximum) or the Cardholders transaction limit.	None - Prohibited
Student Events	The P-Card may be used for Student Events such as Orientations, Receptions, Residence Hall programs, and Recruitment. (Refer to Expense Guidelines).
Student Tuition, Scholarships and Stipends	None-Prohibited
<p>Telephone Equipment: (including regular phones, cellular phones and installation or service on campus).</p> <p>Cellular phone service plans (including changes, or cancellations) must be processed through Telecommunications Services.</p>	<p>Telecommunications Services is the only department authorized to purchase telephone equipment.</p> <p>All departments may purchase fax machines under \$5,000.</p>
Trade-in of any inventory items.	None - Prohibited
Transactions requiring a signed agreement.	All agreements must be reviewed by Legal Counsel and requires the signature of an authorized representative of the University.
Transfers (A P-Card <u>may not</u> be used to pay for department to department transactions. This must be done with a transfer voucher).	None - Prohibited
Tuition	None - Prohibited

PROHIBITED PURCHASES	EXCEPTIONS
Utility payments	None - Prohibited
Vendors who charge a membership fee to purchase their products.	Contact P-Card Administrator
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.
Wearing Apparel for Employees	Required uniforms Only . (Refer to Expense Guidelines).