

RESTRICTED PURCHASES

Advertising

Alcohol

Capital Equipment

Cell Phones

Chemicals

Computer software and hardware

Controlled assets ** see definition below**

Consultant Services

Entertainment (theater, golf course, bowling, tourist attraction, exhibits, etc)

Freight charges (UPS, FEDX – Outbound)

Furniture

Gasoline (for travel use)

Hazardous/radioactive materials

Maint & Repair – motor vehicles

Maint & Repair – machinery and equipment

Maint & Repair – tractors

Maint & Repair – buildings

Maint & Repair – roads and highways

Maint & Repair – computer software

Medicine

Memberships

Microwave

Natural & petroleum gas

Postage/Overnight Packages (must use Term Contract with Fedex)

Printers

Printing

Promotional Items (with customization)

Radios (hand held/2-way)

Refrigerator

Rentals

Services (must contact Purchasing)

Shredder

Social club dues

Telecommunications – except for parts & supplies

*Travel (includes airlines, car rentals, hotels, motels, railroads, cruise lines, travel agencies, bridge/road fees, tolls, service stations, parking lots, parking garages, etc.

Uniforms

Utilities

*Contact Marcie Whisenhunt for Travel

**“Controlled assets” are defined by the Comptroller as the following:
Fax machines, stereo systems, cameras, video records, televisions, and projectors**