

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 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 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

Maintenace 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 for verification.*