

The following commodities are authorized purchases under the FSU Purchasing Card Program, but only under specific procedures, mandates, or authorizations that must be adhered to PRIOR TO THE PURCHASE.

Those specific requirements are listed next to each item listed. If the specific conditions are not met or the approvals are obtained after the purchase was made, the purchase may be considered unauthorized and the cardholder will be required to return all items or reimburse FSU for the purchases.

Heaters, Fans, Air Conditioners or Air Purifiers – must have **PRIOR** written authorization from Environmental Health and Safety (4-6895) attached to receipt

Gasoline or Diesel Fuels – Must have FSU Vehicle Tag # on every charge record and receipt

*******NEITHER CARD ALLOWED GASOLINE FOR PERSONAL VEHICLES*******

Memberships – Must have approved Membership Justification Form and Certification of Payment using Public Funds Forms prior to purchase

Uniforms/Safety Clothing/Uniforms – Perquisite Form is required prior to purchase

Food/Beverages– Catering and banquets authorized **ONLY** if specifically allowed on individual card and appropriate budget is used

*******NEITHER CARD ALLOWS PURCHASES OF PERSONAL MEALS*******

OCO Items of any kind (any item costing \$1000 and life expectancy of at least one year) – only authorized with **PRIOR** written approval from Purchasing Card Administrator and the FSU Asset Management Department

Furniture – Must use state contract vendors and be in line with FSU furniture policies

(<http://www.vpfa.fsu.edu/policies/bmanual/purchasing.html#furn>)

THE FOLLOWING COMMODITIES ARE UNAUTHORIZED PURCHASES UNDER THE FSU PURCHASING CARD PROGRAM. Also, any item(s) that requires FSU internal approval is not allowed. Disallowed commodities include, but may not be limited to:

Any Items Prohibited by State Law, and/or FSU Regulation or Policy (OP-D-2-C)

Business Machines Copiers, Complete Computer Systems (require internal FSU approval)

Construction, Remodeling, Renovations

Contractual Services

Controlled Substances : Prescription or Legend Drugs and U.S. Drug Enforcement Agency Controlled Substances (unless purchased by licensed medical or veterinary practitioners)

COPYING/ PRINTING/ PHOTOCOPYING – **Merchant Codes are locked out**

Travel/ Travel related Expenses: Must be on Travel Card ONLY!

Telecommunications - Answering Machines, Pagers (“Beepers”), Telephone Equipment or any device connected to a phone line, or installation (answering machines, headphones, cellular phones or services)

Alcoholic Beverages or products with alcoholic content

Cash Advances or cash awards including Honorariums or Stipends

Employee Benefits: entertainment, tuition, gifts, gift cards

Fines, late fees, penalties (including parking tickets)

Flowers for any reason

Gifts/Giveaways/Awards/Plaques/Promotional Items (flowers, knick-knacks, plaques, etc.)

Internet or any Other Monthly Recurring Charges, On-Line Subscription Charges (includes any other service that is password protected)

Meals – Personal meals are strictly prohibited

Money (Cash Advances)

Payments in Advance (Deposits)

Personal purchases, personal use items (purchases must be for the official business use of the University)

Decorative Items of any kind (i.e. tissues, knick knacks, plants, clocks, lamps, picture frames, etc.)

Promotional Items of any kind (giveaways, T-shirts, mugs, etc.)

Refrigerators/Microwaves, etc. for break room use

Renewals that are automatic (i.e. subscriptions, etc.)

Rent (Recurring Charges)