

Section A8.225 Limitations in Purchasing

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A8.225 Limitations in Purchasing

1. Items Not To Be Purchased

The following items will not be purchased or paid for with University controlled funds:

- Attache/brief cases
- Christmas cards and decorations
- Clothing, unless provided for by a collective bargaining agreement
- Coffee making equipment--including all devices for making and serving coffee
- Contributions or donations to various causes
- Desk clocks
- Library fines
- Medication
- Name plates, personalized
- Pen and pencil desk set
- Personally inscribed appointment books
- Personally inscribed stationery and related supplies
- Personal laundry service
- Personal parking space rental
- Personal type purchases
- Repairs to personally-owned property
- Professional fees for University employees, e.g., bar dues, professional license fees, etc.
- Sympathy, greeting and thank you cards
- Tips
- Traffic fines and towing charges

Exception to the above may be granted by the Office of Procurement, Real Property and Risk Management (OPRPRM) on a limited basis upon a showing of sufficient justification or extenuating circumstances.

This list is not intended to be exhaustive and payments for other expenditures deemed inappropriate by the OPRPRM may be disapproved.

2. Unauthorized Purchases

Outside the OPRPRM, a purchase may be initiated only by a person who has been properly delegated authority to enter into a contract for such purchase. Whenever an employee of the University procures or enters into a contract to procure goods, services or construction without such authorization or in violation of Federal or State law or established University policy, this procurement and the liability resulting therefrom shall not be honored by the University and the employee shall be personally liable for the cost. Although the personal purchase of goods, services and construction by a University employee and subsequent request for reimbursement are in violation of University procurement procedures, there are occasions when this method of acquisition may be considered appropriate, e.g., postage costs for urgent mail, copying costs for documents needed immediately. However, this method of acquisition should be used only for very small purchases which do not exceed \$100 in total and, if possible under the circumstances, when the fiscal officer has approved the purchase in advance. All purchases, regardless of the source of funds, are to be handled in accordance with established University policies and procedures.