

Prepared by Office of Procurement and Real Property Management.
This replaces Administrative Procedure No. A8.225 dated
July 2012

A8.225

A8.200 Procurement

October 2013

P 1 of 2

A8.225 Limitations in Purchasing

1. Items Not To Be Purchased

The following items and similar items of a personal nature 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 or needed to meet operational requirements of a University program
- Contributions or donations to various causes
- Desk clocks
- Library fines
- Medication
- Desk/Office 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 unless provided for by contract or collective bargaining agreement
- 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 unless required as part of an authorized meal service under section A8.265
- Traffic fines and towing charges

Exception to the above may be granted by the President, Vice Presidents, or Chancellors for purchases within the delegated purchasing authority of departmental units under their direction and fiscal jurisdiction upon a showing of sufficient justification or extenuating circumstances. Requests for exception for all purchases exceeding such delegated purchasing authority shall be forwarded to the OPRPM for approval. Documentation of such approvals should be retained in the procurement file.

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

2. Unauthorized Purchases

Outside the OPRPM, 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 applicable 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 generally not permitted under University procurement procedures (with the exception of appropriate purchases through use of a properly issued University purchasing card), 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 an amount deemed reasonable by the fiscal administrator and, if possible under the circumstances, when the fiscal administrator 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.