Restricted Purchases

The Procurement Card **MAY NOT** be used for the following purchases:

- Any single purchase exceeding $5000 (including freight)
- Advertisements for staff employment
- Alcoholic beverages (ok with allowable FOP call ahead for override on pcard)
- Ammunition
- Automotive Fuel
- Animals
- Cameras (exceeding $500)
- Consulting or Professional Services
- Controlled substances or prescription drugs
- Dues – ok with documentation from membership/lobby list on Purchasing website
- Entertainment
- Fabrications of equipment
- Insurance of any type
- Leases
- Membership-ok with documents from membership/lobby list NO SAM’S CLUB
- Network equipment (hubs, switches, routers, wireless access points, etc.) prior approval from Telecommunications
- Personal items
- Postage (stamps) call ahead for override on pcard
- Printers (exceeding $500)
- Projectors (exceeding $500)
- Prizes, gifts and Awards (plaques and flowers are allowable)
- Purchases outside the USA
- Purchases involving equipment trade-ins
- Radioactive materials
- Rentals
- Services of any kind must be process through TechBuy
- Software from a foreign vendor
- Stereo systems (exceeding $500)
- Telephone services and equipment – must be approved by Communication Svc.
- Temporary personnel
- Travel and related expenses
- United States or Texas flags
- Used or refurbished equipment
- Utilities
- Video recorder/players (including TV, VCR Camcorder – exceeding $500)
- Weapons