*Restricted Purchases:*

The following are **examples** of the types of items that **may not** be purchased with the P-card:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **EXCEPTIONS** | | | | | |
|  | **Facilities** | **Student Activity** | **Athletics** | **Health Services** | **OIT** | **Theatre (props)** |
| Air Conditioners/Space Heaters | X |  |  |  |  |  |
| Any item exceeding $999 |  |  |  |  |  |  |
| Alcoholic beverages |  |  |  |  |  |  |
| Artwork (including pictures, posters, statutes, etc.) |  | X |  |  |  |  |
| Audio Visual or Photographic Equipment |  |  |  |  | X |  |
| Birthday cakes or celebration/parties |  | X |  |  |  |  |
| Candy/snacks |  | X | X |  |  |  |
| Carpet | X |  |  |  |  |  |
| Cash advances of any type (including traveler’s cheques) |  |  |  |  |  |  |
| Cellular Telephones (including pocketpc’s, smartphones, blackberry’s, etc) |  |  |  |  | X |  |
| Dry Cleaning/Laundry Services | X | X | X |  |  | X |
| Employee Entertainment |  |  |  |  |  |  |
| Entertainment (theme parks, theatres, etc) |  | X |  |  |  |  |
| Equipment |  |  |  |  |  |  |
| Flowers or Gifts for condolences, congratulations, etc. involving employees or their relatives |  | X |  |  |  |  |
| Fines and Penalties |  |  |  |  |  |  |
| Fuel (including gasoline, diesel, propane, etc. except for certain state vehicles and rental cars on authorized travel) |  |  |  |  |  |  |
| Furniture and furnishings > $999 (including tables, chairs, desks, lamps, etc.) |  | X |  |  |  |  |
| Gifts/donations of any kind |  | X |  |  |  |  |
| Greenery for office beautification |  |  |  |  |  |  |
| Insurance (except for automobile rental insurance on authorized travel) |  |  |  |  |  |  |
| Kitchen appliances (including coffee pots, microwave ovens, refrigerators (full and dorm size), toasters, etc. | X |  |  |  |  | X |
| Meals (in accordance to the University’s Refreshment Policy – refer to <http://www.southernct.edu/finadm/policies/refreshment/>. |  |  |  |  |  |  |
| Personal use items (including attaches’, folios, pen/pencil sets, etc.) |  |  |  |  |  | X |
| Office food supply items (including utensils, paper plates, cups, napkins, salt/pepper, sugar, coffee, tea, etc.) |  |  |  |  |  |  |
| Outdoor signage | X |  |  |  |  |  |
| Paint | X |  |  |  |  | X |
| Personal or decorative items (including knick-knacks) |  |  |  |  |  | X |
| Plants and shrubs | X |  |  |  |  |  |
| Precious metals |  |  |  |  |  |  |
| Prescription drugs and controlled substances |  |  | X | X |  |  |
| Professional or Personal Services of any type |  |  |  |  |  |  |
| Purchase from a university employee or their immediate family (conflict of interest/ethics violation) |  |  |  |  |  |  |
| Radioactive materials |  |  |  |  |  |  |
| Refreshments (including coffee, tea, water, etc. refer to the University’s Refreshment Policy - <http://www.southernct.edu/finadm/policies/refreshment/>. |  | X |  | X |  |  |
| Sporting goods |  |  | X |  |  |  |
| Sponsorship |  |  |  |  |  |  |
| Telecommunications Equipment |  |  |  |  | X |  |
| Tobacco Products |  |  |  |  |  |  |
| Water Coolers |  |  |  |  |  |  |
| Weapons |  |  |  |  |  |  |

Exemptions or questions regarding restricted purchases may be granted on a case-by-case basis upon the approval of a member from the Purchasing Card Program Administrator, or another member of the P-Card Administration.