6.0 Prohibited and Restricted Transactions

Prohibited Purchases/Transactions

The Procurement Card may not be used for the following:

- Cash advances, money orders, wire transfers, Titan Card/copy card deposits, gift cards/certificates or other cash equivalent items
- Personal purchases (including personal expenses when on a business trip)
- Meals while on travel (except with official University guest pursuant to Directive 11 policy)
- Physical Plant Services (installed carpet, cleaning, painting, etc.)
- Hazardous Materials and Firearms
- Leases and Maintenance Agreements
- Purchases requiring a contract with an authorized signature
- All services (Except those identified in the Reference Guide for the Purchases of Services or with an issued Q#, see Attachment E)
- Narcotics/Controlled Substances
- Alcoholic Beverages
- Raffle Prizes
- Furniture (with any room design or installation service)
- Fines, late fees, penalties, interest and finance charges
- Costco, Sam’s Club, Amazon Prime memberships, or other similar personal memberships
- Splitting purchases to circumvent the transaction limits (Note: A split purchase is defined as one item, or set of items sold as a set, that has been split by the merchant to look like two separate purchases.)
- Equipment with a total cost of more than $5,000 (total cost includes the cost of the item, tax, shipping, etc.)
- Information Technology commodities and services with costs greater than $100, unless approval is granted in writing from the Division of Information Technology, or the items are considered as a technology consumable (see Attachment A for detailed sample of restricted items and the list of technology consumable items)
- Unapproved travel expenses (an issued travel request number or an auxiliary purchase order number is required before a purchase is made)
- Unapproved Directive 11 categorized expenses
- Purchases which result in a conflict of interest for the user resulting in personal gain or violate CSU policies and procedures