ALLOWABLE Purchases

- Advertising – written approvals with receipt
  - Admin/Staff employment advertising must be approved by HR & EO
  - All other employment ads must be approved by EO
  - Non-employment related advertising must be approved by News & Public Affairs
- Airfare: Individual & Group Travel
- Business Banquets: MANDATORY: Printed official agenda detailing the business, training, prof.
  development, or awards component of event must be on file with receipt along with the
  mandatory food form (Food Policies IV:04:13 & IV:04:20)
- Books / DVDs for research, classroom, departmental use -items become MTSU inventory
- Computer Software: If cost over $1000, ITD approval is required with receipt unless purchased
  from DELL or APPLE thru MTSource. (See Computer Policy IV:06:01 pg.19)
- Computer Hardware: If cost over $1000, ITD approval is required with receipt unless purchased
  from DELL or APPLE thru MTSource. (See Computer Policy IV:06:01 pg.19)
- Equipment Rental < 90 days (no signed contracts)
- Food & Food Catering
  - ONLY food purchases defined in Food Policy (Food Policies IV:04:13 & IV:04:20)
  - MANDATORY: Every food or drink purchase must have Food Payment Authorization
    form completed w receipt.
- Group Meals / Lodging expenses related to travel for an MTSU function/event. (must be in Pre-
  approved Group Travel Status)
- IPAD & all similar Tablets: ITD notification requested regardless of cost. Document Notification.
- Lab/research supplies
- Memberships – University: renewals ONLY.
- Office Furniture: use State Contract Vendors
- Office Supplies: MANDATORY: Must be purchased from current contracted supplier – STAPLES.
  Documented proof of insufficient stock at Staples or lower price at other vendor if items are
  purchased from non-contracted vendor.
- Postage
- Printing
- Registration Conference Fees – Employees & (Students included under Travel Policy)
  - Food is unallowable UNLESS included as part of registration fee
  - No memberships or lodging may be part of the registration payment
- Subscriptions: renewals ONLY.
- Taxi, Uber, Limo Services – university guest ONLY
- Webinars
- ALL goods, services, supplies that cost less than $4,999.99 and adhere to both MTSU & PCard
  purchasing Policies.

UNALLOWABLE Purchases

- Alcohol / Tobacco Products
- Amazon Prime Membership
- Appliances in break rooms/office suites
- Break room supplies for employees (i.e., plates, cups, coffee filters, coffee, paper towels)
- Cable, Satellite, or internet services and or internet access services
- Car / Truck rentals – exception: written pre-approval from Procurement or P-Card Compliance
- Cash Advances, Cash Refunds, “Store Credits” held on account with the vendor
- Cell Phones, Blackberries, iPhones, or other mobile phone devices.
- Copier Repairs / Service
- Decorations or flowers for office use.
- Donations or Sponsorships - any form
- Fast food venues – exception: pre-approved group travel
- Food for office parties/socials/staff meetings
- Foundation Account Purchases (or purchases to be paid back thru Foundation Monies)
- Fuel / Gas for motor vehicles
- Gift cards, gift certificates, pre-paid cards, or similar products
- Greeting cards, occasion flowers for employees
- Hotels - includes reservations
- Leases
- Maintenance & Service Agreements that require a signed contract
- Meal expenses related to travel
- Memberships – individual, professional
- Mobile Apps - for iPads, iPhones, and Tablets
- Moving Expenses / Relocation Expenses
- Passports / VISAS
- Prescription Drugs / OTC Drugs (Tylenol, Aspirin)
- Professional Licenses
- Rentals > 90 days
- Restaurants – exception: pre-approved group travel
- Sales Tax
- Snacks or beverages for any office/departmental meetings
- ANY single purchase > $4999.99 or multiple purchases to avoid this limit

*Not an exhaustive list: Please check University Policies for questions concerning items not listed.