ALLOWABLE Purchases

- Advertising including Employment Ads – retain written approvals with receipt
  - All employment ads must be approved by HR
  - All other advertising must be approved by Mrk & Comm Dept.
- 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 required food form (See Policy 661 & Policy 662)
- Books / DVDs for research, classroom, departmental use - items become MTSU inventory
- Computer Software: If cost over $1000, ITD approval is required with receipt unless purchased from DELL or APPLE thru MT$ource.
- Computer Hardware: If cost over $1000, ITD approval is required with receipt unless purchased from DELL or APPLE thru MT$ource.
- Equipment Rental < 90 days (no signed contracts)
- Food & Food Catering
  - Food purchases must be defined as substantiated business expense. See Policy 661
  - Required: Every food & drink purchase must have Food Payment Authorization form completed w receipt.
  - No off-campus caterer may deliver food on campus or outside food be bought and served on campus. See Policy 662 (Exceptions must be filed 5 days prior to event)
- Foreign Transaction Purchases: Written approval required from Business & Finance, Tax Compliance Office before the purchase is made.
- Group Meals / Lodging in travel status to MTSU function/event. (must be in pre-approved Group Travel Status)
- 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
  - 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 & P-Card purchasing Policies.

*THIS LIST IS REFERENCED IN UNIVERSITY POLICY 632
*Not an exhaustive list: Please check University Policies for questions concerning items not listed.