• Advertising: retain pre-approvals with receipt
  o All employment ads must be part of the HR approved recruitment plan
  o All other advertising must be reviewed by Mrkt & Comm Dept.
• Airfare: TA or written approval from the traveler’s approving authority required on file prior to date of purchase.
• Amazon: with registered MTSU business account
• Apparel: Uniform/work apparel for employees. Items will be reported to the Tax Compliance Office for review according to Policy 608-Taxability of Fringe Benefits.
• 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.
• Conference Registrations: TA or written approval from the traveler’s approving authority required on file prior to date of purchase.
• Food & Drinks, Grocery Items – Approval Required Prior to Purchase
  o Food and drink purchases under $500 for event and business purposes defined in Policy 661.
  o Food Purchase Authorization required 5 days prior to food purchase.
• Kroger: pickup Kroger Sales Tax Exempt Card at Accounting Services. Also see above Food & Drink requirement.
• IPAD & similar Tablets: ITD will be notified of purchase for equipment inventory.
• Memberships: original and renewals
• Office Furniture: use State Contract Vendors, non-contracted vendors require documentation
• Office Supplies: required vendor – STAPLES. Purchases elsewhere require documentation of insufficient stock at Staples or a price comparison of Staples and the non-contracted vendor highlighting the lower price.
• Online Business Training
• Postage
• Printing: all publications should be produced on campus when economically feasible. When printing off-campus, print jobs should be reviewed by the Mrk & Comm Dept. before purchase. Purchases off-campus require documentation of price comparisons highlighting the lower price.
• Restaurants & Fast Food Vendors – Approval Required prior to purchase for those events outlined in Policy 661-Food and Beverage
  o Business related event as outlined in Policy 661-Food and Beverage
  o Food Purchase Authorization required at least 5 days prior to food purchase.
• Sam’s Club: reserve and pickup Sam’s Club membership card at Procurement Services. Also see above Food & Drink requirement.
• Subscriptions: original and renewals
• Taxi, Uber, Limo Services – university guest ONLY
• Webinars
• Goods, services, supplies costing less than $4,999.99 that adhere to both MTSU & P-Card purchasing Policies.

* This version of updated Guidelines will become effective on 2/10/20

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