• 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 MTSource.
• Computer Hardware: If cost over $1000, ITD approval is required with receipt unless purchased from DELL or APPLE thru MTSource.
• 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 will be produced by University Printing Services unless they are unable to produce the job. Purchases off-campus require documentation of Printing Services’ review.
• 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

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• Air Purifiers or other temperature control devices – Submit Facilities Services Work Order for environmental control issues
• Alcohol / Tobacco Products
• Amazon Prime Individual Membership & Personal Credit Cards used with the university Amazon Business Account
• Appliances in break rooms/office suites
• Break room supplies for employees (i.e. plates, cups, coffee filters, coffee)
• Car / Truck rentals: exception- written pre-approval from Procurement or P-Card Compliance
• Cash, Store Credits, or Store gift cards issued as refunds by the vendor
• Cell Phones or cell phone accessories.
• Decorations, pictures, accessories, flowers, or plants for personal office space
• Donations or Sponsorships - any form
• Downloaded Content: e-books, music, movie, mobile apps
• Early Bird Airline Check-in or other airline add-on fees
• Food / Snacks / Drinks for employee parties, staff & departmental meetings, training
• 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, sympathy cards, or occasion flowers for employees
• Hotels, AIRBNB, VRBO, Motels for employee individual travel - includes reservations
• Heaters – space heaters or other temperature control devices – Submit Facilities Services Work Order for environmental control issues.
• Maintenance & Service Agreements that require a signed contract
• Meals or any food purchases during business travel
• Mobile Apps - for iPad, iPhone, and Tablets
• Passports
• Personal guest tickets (i.e. Airlines, entertainment, conference tickets)
• Prescription Drugs / OTC Drugs (Tylenol, Aspirin, cold remedies)
• Priority Airline Seating, or other airline add-on purchases
• Professional Licenses or Professional Dues
• Rentals (employees may not sign any type of contracts or agreements for the university)
• Sales Tax
• Signed contract or agreement. Any purchase that requires the cardholder to sign terms of agreement or a contract for purchase.
• Student scholarship / student aid
• A single purchase greater than $4999.99 or multiple purchases to avoid this limit

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