

## Prohibited Purchases

## Additional Guidance

## Permitted Purchases

- Awards and Prizes (see [OP 72.03](#))
- Chemicals and Other Potentially Hazardous Materials
- Consulting, Medical Services, Personal or Professional Services
- [Controlled Assets](#)
- Donations, Contributions and Sponsorships
- E Bay Purchases
- Individual Amazon Prime Accounts
- Lease or Rental of Space
- Medical Licenses for States Other Than the State of Texas
- Notary Applications
- Payments to Patient/Study Participants
- PayPal Services
- Supplies (require use of Institutional Supply Contract)
- Temporary Personnel
- Travel Related Purchases
- Uniforms (includes lab coats)
- Blocked Vendors
- In-State Sales Tax, Including Tax on Carry-Out or Delivered Meals

- Prohibited Purchases on State and Federal Funds: Alcohol, Flowers, Food and Entertainment, Membership Dues, Promotional Items
- Purchases for Food and Entertainment Must be Documented Using [Food and Entertainment Substantiation Form](#) and [Pre-Approval Form](#) (> \$500)
- Alcoholic Beverages May Only be Served on Campus at Appropriate Events with Prior Written Approval of the President
- Purchases Not Available From a Contracted Vendor Must Have Approval from Purchasing
- Ship To Location Other Than TTUHSC Address Requires Approval from Purchasing
- Organization Must be on the [Professional Membership List](#) for Payment of Membership Dues
- Gifts for Length of Service Including Retirement (< \$400) and Non-Cash Gifts for Donors or Participants of Official Functions - must include [OP 72.03 Attachment B](#)

- Permitted Purchases of \$5,000 or Less Must be Made Using PCard Subject to Vendor Accepting Credit Cards
- Malpractice Insurance
- Flowers for Official TTUHSC Functions or for Employees and Immediate Family Members in Cases of Illness or Death
- Food and Entertainment
- Hand Held Computer Devices Less Than \$500
- Books (if not available through an institutional contract in TechBuy)
- Equipment (if not available through an institutional contract in TechBuy)
- Advertising in Out-of-State Newspapers and Online for Staff Recruitment
- Accreditation, Certification and Examination Fees
- Magazine/Journal Subscriptions
- Membership Dues
- Professional License Fees
- Registration Fees

