

## EXPENDITURE LIMITATIONS AND PROHIBITIONS

Vehicles can only be purchased as allowed by HSC OP 72.11.

HEAF funds cannot be used for advance payments except for the library purchase of books and other published library materials.

State funds may not be expended for publicity or to direct attention to an individual officer or employee of state government. The expenditure of state funds for the purpose of maintaining a publicity office or department, employing an individual who has the title or duties of a public relations or press agent or pay a public relations agent or business is prohibited. Gov. Code Sec 2113.011

State appropriated funds may not be expended for alcoholic beverages. Gov. Code Sec. 2113.101

State appropriated funds may not be expended to contract for Audits except as specified in the General Appropriations Act Section 6-22.

State appropriated funds may not be used to compensate a lobbyist.

Memberships to be paid with State Appropriated funds cannot be processed by using the procurement card. When paying memberships with state appropriated funds, a membership must be processed in the electronic Direct Pay system which is accessible at **Error! Hyperlink reference not valid.** Work Tools > Purchasing > Direct Pay. The Purchasing Department must verify that the organization to be paid does not employ a lobbyist. If the organization to be paid does employ a lobbyist, the direct pay will be rejected for a funding change to local funds.

Before any membership to a professional organization may be paid, verification must be made that the organization is on the "Approved Membership List." The Approved Membership List can be accessed at <http://www.ttuhsoc.edu/Admin/profsociety>. Ref: Gov. Code Chapter 2113.104

State funds may not be expended for political aid and legislative influence per the General Appropriation Act, Article IX, Section 6.24.

Expenditures for safety and service awards are limited to \$100.00 per award if purchased with appropriated funds. Please refer to TTUHSC OP's for additional policies related to employee awards. Gov. Code Sec 2113.201

Appropriated funds cannot be used to purchase, lease, or maintain a live or artificial indoor plant unless it is to be used for educational or research purposes. Gov. Code Sec. 2113.105

Appropriated funds cannot be expended for food or beverages not related to employee travel. This includes water and coffee.

Appropriated funds cannot be expended to lease private facilities for meetings, conferences, and administration of group examinations unless state facilities are not available when needed or are not adequate to accommodate the meeting, conference, or examination. Gov. Code 2113.106

Expenditures with appropriated funds are restricted when paying for certain types of publication cost. See Subtitle C, Title, 10, Government Code, Chapter 2113.107 for restrictions.

The General Appropriation Act prohibits a state agency from incurring obligations in excess of amounts lawfully appropriated by the Texas Legislature over the course of a biennium. Any contract which incurs obligations beyond the current appropriations must contain a "funding out" clause. If any excess obligation is incurred that violates the General Appropriation Act, the State Auditor shall certify the fact of the violation and the amount of over-obligation from the salary or other compensation due the responsible disbursing or requisitioning officer or employee, and apply the amount to the payment of the obligation. General Appropriations Act Article IX Sec 6.03

All lease or installment purchases with a principal value greater than \$250,000 or a term of more than five years must have prior written approval from the Bond Review Board submitted with the requisition. Gov Code Sec 1231

Employee Moving Expenses can be paid with state appropriated funds only if certain conditions exist per Gov Code Sec. 2113.204. Departments should contact the Purchasing Department prior to coordinating an employee move if state appropriated funds are to be used.