

Allowable and Unallowable Expenditures

The following items cannot be purchased from any University funds regardless of the source (appropriated, local, grants, etc.). Exceptions can be made for certain situations if prior approval is received from the Vice President for Administration and Finance. If an employee is uncertain whether an expense is allowable, please seek prior approval from the Business Office. *This list is not all-inclusive:*

1. Alcoholic beverages
2. Car washes
3. Cards, pictures, frames, decorations, balloons and wrapping paper
4. Clothing
5. Coffee pots, coffee and cups
6. Fans, heaters, lamps, clocks, and occasional/accent furniture items.
7. Flowers and plants
8. Food and beverages including meals, snacks and refreshments for departmental activities
9. Gifts and donations
10. Parking permits or tickets
11. Personal care items (e.g., tissues, bandages and aspirin)
12. Personal dues and memberships (memberships related to an employee's job duties and carried in the name of the University are allowable)
13. Phone cards
14. Scantron cards for resale to students
15. Stamps
16. Water coolers and water
17. Gift Certificates and Gift Cards