

Restricted Purchases

Unallowable Expenditures

Some expenditures are considered improper uses of state funds. Some examples are figs, flowers, holiday decorations or parties, etc.

Reference [Controller's Office Procedure 20310, Invoice Payment](#) for more information.

General Restrictions

For reasons related to oversight and sound business practices, university departments are generally not permitted to directly purchase certain goods or services. To obtain these items, departments should contact [Procurement](#) or the designated oversight entity, if applicable.

If a department has a valid need to make a direct purchase of any restricted goods or services, it must first obtain written approval from Procurement or the responsible entity. This approval must be documented and retained in departmental records for audit purposes.

Note: See Administrative and Pre-Approvals for an explanation regarding the entities responsible for specific purchases.

- Air conditioners, except for Physical Plant. Refer to [Virginia Tech policy 5705, Installation of Window Air Conditioners](#)
- Alcoholic beverages
- Copier maintenance contracts
- Firearms and ammunition, except for Police Department, these items must be approved through the [Police Department](#)
- Lab refrigerators, freezers, and fume hoods
- Narcotics or dangerous drugs (prescription drugs), except for Student Health Services and Veterinary Medical Teaching Hospital
- Purchases from state employees or immediate family
- Radioactive materials, these must be purchased through [Environmental Health and Safety](#)
- Student insurance
- Vendor issued gift cards or prepaid phone cards
- Yearly maintenance and/or service agreements paid monthly having an annual cost exceeding \$10,000

- Any renovation, security or fire systems, painting, electrical, building locks and keys, etc. Refer to [Virginia Tech policy 5405, Non-capital Construction, Renovation, Maintenance and Repair of University-owned Facilities](#) or [Virginia Tech policy 5620, Access Control: Key Control](#). These requests must go through [Facilities](#) via [HokieServ](#).

The following commodities need approval from the [Police Department](#)

Drug Precursors

- Anthranilic acid
- Nor pseudoephedrine
- Benzyl cyanide
- Phenylacetic acid
- Ephedrine
- Phenylpropanolamine
- Ergonovine
- Piperidine
- Ergotamine
- Pseudoephedrine
- N-Acetyl anthranilic acid
- Methylenedioxyphenyl
- Propane

A record of this approval must be retained in the ordering departments purchasing and/or purchasing card files. Police review and approval may be obtained from the [Police Department](#).