

## **How Do I Buy or Handle ... Restricted Purchases**

### **Unallowable Expenditures**

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

The University's Controllers office outlines [restricted purchases through procedures](#).

### **General Restrictions**

For various reasons relating to control and good business practices, university departments typically CANNOT purchase these goods and/or services. To purchase these items, the department should contact the Procurement Department or the entity responsible for overseeing the goods/services, if applicable. If an occasion arises where there is an appropriate need for a department to directly purchase the goods/services listed below, they must have written/documentated approval from Procurement or the entity responsible for overseeing the goods/services. Departments must maintain these approvals in their files for audit purposes.

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

- Air conditioners, except for Physical Plant. Refer to [University Policy 5705](#)
- Alcoholic beverages, except for Catering Services and The Inn
- 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
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- Purchases from state employees or immediate family
- Radioactive materials. These materials must be purchased through Environmental Health and Safety Services



- 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/fire systems, painting, electrical, building locks/keys, etc. refer to [University Policy 5405](#) and [5620](#). Any renovation, security/fire system, painting, electrical, building locks/keys (Requests must go through Facilities via HokieServ)