

## 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
- 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 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)

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

**Drug Precursors:**

- Anthranilic acid
- Norpseudoephedrine
- Benzyl cyanide
- Phenylacetic acid
- Ephedrine
- Phenylpropanolamine
- Ergonovine
- Piperidine
- Ergotamine
- Pseudoephedrine
- N-Acetylanthranilic acid
- Methylenedioxyphenyl
- Propane

A record of this approval must be retained in the ordering departments purchasing and/or P-Card files. Police review and approval may be obtained from the Director of University Police, Police Department, (540) 231-6183.