

Iowa State University Purchasing Department

Additional Restrictions/Limitations to Delegated Authority, Reimbursement & Direct Pay Disbursement

The following restrictions/limitations apply to the use of the P-Card (delegated authority), reimbursement and direct payment to vendors by using a voucher. Any questions should be directed to the Purchasing Department.

- **Alcoholic beverages** cannot be charged to any fund account other than agency (206) funds or unrestricted Foundation (497) unless the use is for cooking, research, or course study. Uses for cooking, research or course study need to be reviewed by the Office of Risk Management to assure compliance with alcohol licenses. For additional information, see [hospitality guidelines](#).
- **Animals, laboratory or livestock/animal cages/aquariums** as all live vertebrate animals to be housed and/or used on main and south campuses must be approved by the Institutional Animal Care and Use Committee (IACUC), assigned a log number and purchased through Laboratory Animal Resources (LAR).
- **Artwork** for individual offices, as this is viewed as personal and is not to be paid by university funds. Artwork for public spaces is allowable.
- **Automatic Electronic Defibrillators (AEDs)** as the university has standardized on a specific type and AED's require proper installation and training (see [AED policy](#)).
- **Computers, laptops, ipads, and tablets** or components to assemble as a CPU. These items are available under university contract through TechCYte at the University Bookstore or on CyBuy.
- **Construction services or repairs to facilities** as all modifications to buildings must be authorized through FP&M.
- **Controlled substances** as documentation and control issues require tracking of orders, Drug Enforcement Administration (DEA) number.
- **Cylinder gases & liquid nitrogen** as these are available through Chemistry Stores.
- **Data networking equipment/switches/routers/hubs/wireless access points** and any device that plugs into the data network (see [wireless policy](#)).
- **Equipment** valued at >\$5000, with a useful life of more than 1 year and tagable for inventory, as these require prior approvals and tracking for inventory.
- **Fines and Penalties.**
- **Firearms/weapons/ammunition.**
- **Flowers/gifts/awards/donations** (unless there is a clear business purpose; see [allowability guidelines](#)). Flowers for official university events are allowable from university funds. Generally, gifts of reasonable cost for recognition of employee achievements are appropriate except from sponsored funding. Gifts of a more personal nature such as flowers sent for the funeral or hospitalization of an employee or their immediate family are only allowable from 206 funds or from unrestricted Foundation funds as long as the cost is relatively small. Gifts to employees for holidays, birthdays, or wedding anniversaries are not appropriate from any university funding source.
- **Furniture/furnishings** as the university has standardized product specifications and competitively bid contracts for such items.

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- **Gasoline/fuel** (Except as authorized by University Transportation Services) as the university has fleet cards for ISU vehicles or pays mileage reimbursement for personal vehicles.
- Goods or services from **conflict of interest vendors** as these purchases have special regulations and must be handled and reported by the Purchasing Department (see [Conflict of Interest Policy – Procurement](#)).
- **Leases/Lease-Purchases/Rentals** as many leases and lease-purchases require Board of Regents or State of Iowa approval and rental agreements may require a signed written agreement.
- **Licenses for vehicles/trailers** must go through Transportation Services.
- **Legal Fees & Services** as all legal services must be authorized by University Counsel.
- **Office Supplies** The university has a competitively bid contract for office supplies which offers excellent discounts. Access is available through CyBuy <http://www.purchasing.iastate.edu/cybuy/>. Departments are strongly encouraged to utilize this contract to ensure the lowest overall pricing. Office supplies generally may not be purchased using federal funds. Detailed explanations can be found in the policy at <http://ospa.iastate.edu/policies/docs/Costing-Policy.pdf>.
- **Online auction services** (e.g., e-bay) as there is no way to either qualify a vendor (seller) or determine quality of product. The university has limited recourse for vendor nonperformance issues and there is a risk of buying stolen goods.
- **Personal use** items. All items for personal use are not allowed.
- **Pharmaceuticals or drugs** as these purchases are restricted and require procurement through Purchasing.
- **Photocopier supplies** as these are available through University Stores under university pricing agreements.
- **Prepayments** are generally prohibited except when they are a generally accepted industry practice such as annual subscriptions, airfare, annual memberships in professional organizations, and conference registration fees.
- **Printing/photocopying/business cards/letterhead** as Regent Policy requires prior approval by ISU Printing and Copy Services.
- Purchases involving **trade of ISU property** as proper documentation of value and inventory tracking must occur on all ISU property.
- **Radioactive materials/hazardous materials** as documentation and control issues require tracking of the orders and log number issued by EH&S.
- **Technical services/professional services** except professional services < \$2,000 when PSCA is used (see [procedures on professional services](#)).
- **Telephones, cordless telephones, IP telephones, cell phones** and related equipment as these must be authorized by ITS and comply with other university policies (see [voice/telephone policy](#)).

**** Payments to foreign countries or entities on the Federal OFAC list are strictly prohibited.**