ALLOWABLE EXPENSES

- Advertising (no contract/agreement involved)
- Caterers or restaurants that are providing food/beverage for University meetings & events (if no contract required)*
- In-Restaurant Dining (Alcohol not permitted)*
- Conference calls
- Copying/framing/photo developing (that produces a supply item)
- Credential verification/background checks
- Conference registrations
- Inventory purchases
- Medical license/DEA License/passport renewal
- Professional business related membership dues
- Reprints

***NOTE: Purchasing food is permissible if the event is only 100% students or only 100% donors. There cannot be a mix of faculty with students, guests, and/or speakers. Food expenses will not be covered for guests, IC’s, speakers, faculty etc. ONLY students and donors.***

NON-ALLOWABLE EXPENSES

- Any purchase that requires agreements or contracts.
  - Note: All agreements and contracts must be submitted for review and approval to Purchasing Services on a requisition.
- Items otherwise available from ePro Vendor Catalog.
- Alcohol/tobacco
- Anything costing more than $5,000
- Avoiding state Contracts
- Cash advance
- Gift certificates/gift cards (exception allowed for purchase of eGift cards for clinical trial subject study, designated P-card for each project and OSR approval required)

- Newspaper/magazine/online subscriptions
- Postage/shipping/courier
- Repairs from a vendor (a corporation or partnership)
- Rentals (if a rental involves a contract with Terms and Conditions requires review by Procurement Services)
- Services from a vendor (a corporation or partnership)
- State contract purchases (must use contract vendor)
- Supplies (office/shop/IT/lab)
- Travel & entertainment for athletic department and student travel on request
- Utility (power/water/gas/cable)
- Zipcar
- Uber and Lyft rides to and from the clinics for clinical trials
- Studies using departments' Defined