

## 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
- 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

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## 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)
- Personal items
- Radioactive materials
- Research gases
- Services from a sole proprietor (a doing-business-as vendor - these are [independent contractors](#))
- "Splitting" of transactions to avoid purchasing thresholds
- Travel (**exception allowed** for athletic and student travel on request)