**SPECIAL CONDITIONS PURCHASES**

The following commodities **are authorized purchases** under the FSU P-Card Program, **but only after specific procedures, mandates, or authorizations are obtained PRIOR TO THE PURCHASE**. Those specific requirements are listed next to each item listed. If the specific conditions are not met or the approvals are obtained after the purchase was made, the purchase may be considered unauthorized and the cardholder will be required to return all items or reimburse FSU for the purchases.

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| --- | --- |
| **Item Purchased** | **Additional Documentation** |
| Heaters, Fans, Air Conditioners or Air Purifiers | Written authorization from Department of Environmental Health & Safety – [www.safety.fsu.edu](http://www.safety.fsu.edu) / 644-6895 |
| Gasoline or Diesel Fuels or Auto Repairs, Service, Detailing, etc. | **FSU Vehicle License Plate #** must be included in OMNI description and on receipt |
| Memberships | Approved [University Membership Justification Form](http://controller.vpfa.fsu.edu/content/download/3533/26190/Membership%20Justification%20Form.pdf) **AND**Approved [Certification With Public Funds Form](http://controller.vpfa.fsu.edu/content/download/3528/26174/11.09%20CERTIFICATION%20OF%20PAYMENT%20WITH%20PUBLIC%20FUNDS2.pdf) prior to the purchase |
| Uniforms / Safety Clothing | Approved [Perquisite Form](http://www.hr.fsu.edu/PDF/Forms/PerquisitesofGoods_print.pdf) **AND** a written waiver from the Purchasing P-Card Administrator prior to the purchase |
| Furniture | Items must be purchased from a state contract vendor. Furniture purchases must comply with limits outlined in Reference Guide for State Expenditures. If furniture is needed that is not under state contract, a written authorization/waiver from Purchasing P-Card Administrator is required. |
| Awards/Plaques | Awards/plaques for retirement purchased on the p-card must comply with Expenditure Guidelines found at <http://controller.vpfa.fsu.edu/Payables-Disbursement-Services>  |
| Personal Medical Devices | Written authorization from HR to satisfy ADA requirements **AND** written authorization from Purchasing P-Card Administrator must be obtained prior to purchase |
| Food | Food can be purchased **ONLY** if the department has an appropriate budget that allows food and the expenditure falls within the Expenditure Guidelines. See below under Food/Beverage for more details. |

**DISALLOWED PURCHASES ON P-CARDS**

The following items are disallowed on the p-card and cannot be purchased. If a cardholder has a special need, they must contact the Purchasing Services P-Card Administrators **PRIOR TO THE PURCHASE**. Waivers can be made for bona fide emergencies, but without prior approval from the P-Card administrators, the cardholder will be charged with a violation of program rules.

* **Items Prohibited by** [**State Law**](http://www.flsenate.gov/Laws/) **and/or FSU** [**Regulation**](http://regulations.fsu.edu/) **or Policy** ([**OP-D-2-C**](http://policies.vpfa.fsu.edu/controller/2d-1.html)**)**
* **Alcoholic Beverages or products with alcoholic content for consumption**
* **Cash Advances, cash awards, or gift cards (including Honorariums or Stipends)**
* **Computers, including desktops, laptops, tablets, etc.**
* **Construction, Remodeling, Renovations**
* **Contractual Services:** (such as consulting services or training services )
* **Controlled Substances:** Prescription or Legend Drugs and U.S. Drug Enforcement Agency Controlled Substances
* **Copiers**
* **Copying/Printing/Photocopying at any vendor other than The UPS Store on in FSU’s Union – (Merchant Codes are locked out and will be declined)**
* **Defibrillator Equipment**
* **Employee Benefits: entertainment, tuition, gifts, gift cards**
* **Fines, late fees, penalties (including parking tickets)**
* **Flowers for condolences/celebration/gifts**
* **Food/Beverages–** Catering and restaurant charges are authorized **ONLY** if specifically allowed on individual card and appropriate budget is used. For retreats attach agenda to receipt. Food purchased for staff meetings, working lunches, training, etc. is not allowed for employees and/or student employees. (**NO PERSONAL EMPLOYEE MEALS ARE ALLOWED - THIS INCLUDES STUDENT EMPLOYEES.)**
* **Furniture:** Unless covered under waiver as outlined in the Special Conditions Purchasing section
* **Gasoline put into a personally owned vehicle** (regardless of travel status)
* **Gift Cards**
* **Gifts/Giveaways/Promotional Items -** (flowers, knick-knacks, t-shirts, cups, trophies, gift cards, etc.)
* **Medication/Drugs**
* **On-line auction sites/purchases –** (eBay or other on-line auction sites)
* **Payments in Advance (Deposits)**
* **Personal purchases/Personal use items, including tissues, decorations, personal clocks, plants, lamps, picture frames, break room supplies, medications, etc. Purchases must be for the official business use of the University.**
* **Refrigerators/Microwaves, etc. for break room use or repairs for same**
* **Automatic renewals for publication subscriptions, internet publications, on-line subscription charges, on-line services, etc.** (Subscriptions are allowed as long as renewals are not automatically placed on card)
* **Rent (Recurring Charges)**
* **Travel/Travel related Expenses: (Must be charged on Travel Card ONLY)**
* **Telephones -** Telephone or any device connected to a phone line at FSU, or cellular phones and services
* **Weapons/Firearms**