PROHIBITED ITEMS

PROCUREMENT CARD & OFFICE DEPOT

The following cannot be purchased using your PCard or your office depot online account:

1. Computer equipment – **Small & Attractive** – *Preapproval from Purchasing is required for a one-time exception on your procurement card*

2. Food & beverages including alcohol

3. Furniture – *Please refer to “Purchasing Furniture On A State Contract” under Useful Topics and Guidelines on the Purchasing website*

4. Hazardous materials such as radioactive chemicals, refrigerants, chemicals, cylinder gases and liquid nitrogen – *Please coordinate with Environmental Health & Safety*

5. Personal purchases including decorative and gift items, awards, briefcases, flowers, pictures, plants, and plaques – *These items may only be purchased with EWU Foundation unrestricted accounts*

6. Kitchenette items including refrigerators, microwaves, etc.