

Purchasing Card Policy and Procedures - Policy Number: 3403
Prohibited Items Excerpt

Item/Activity	Reference/Governing Policy/Guidance	Comments
Animals		Contact your Buyer for service at procurement@liberty.edu
Appliances	Facility Management Policy	Limitation on brands; Contact your Buyer for service
Assets* : Computers, Tablets, Smart Phones, Equipment, Furniture, Vehicles, etc.	Asset Purchases and/or Information Services Policy	Assets are uniquely tracked and budgeted. Contact pcard@liberty.edu for guidance.
Cash Advances or withdrawals	Cash Advance Policy	Cash Advance Form
Cellular phones or services	Information Services Policy	Items that have the ability to connect wirelessly to another location to transfer data.
Chartered Transportation	BuyLU Form Request	Contact your Buyer for service
University Contracts --Any purchase that binds the University contractually; includes Purchase Order Changes	Procurement Policy & Procedures	i.e. a quote or agreement with Terms and Conditions, in text or by reference (hyperlink)
Contributions or donations	Benevolence Policy	Contact your Buyer for service
Guns or Explosives	Legal/LUPD/Procurement	Contact your Buyer for service
Internet/Wireless technologies*	Information Services Policy	Items that have the ability to connect wirelessly to another location to transfer data.
Items for non-University purposes	Human Resources	Individuals may be held fiscally and criminally liable for misuse
Items for personal use and/or prohibited by the The Liberty Way.	Human Resources	Individuals may be held fiscally and criminally liable for misuse
Lease, insurance, or maintenance payments		Recurring expenses should be captured through the Procurement process
Legal or accounting Services		Contact legal counsel
Lobbying expenses		Contact your Buyer for service
Medical Services		Contact your Buyer for service
Music downloads*	See main P-Card Policy	Not in the BMI, ASCAP, or SESAC databases
Pay Pal		Contact your Buyer for service
Pharmaceuticals		Contact your Buyer for service
Purchases through cardholders' personal business or that would constitute a conflict of interest (COI)	HR Faculty and Employee Handbooks	Contact your Buyer if you still have question at procurement@liberty.edu
Radioactive Materials		Contact your Buyer for service
Recurring services, subscriptions, and/or memberships		Recurring expenses should be captured through the Procurement Process
Rental equipment/tools*		Contact your Buyer for service
Services from individuals or 1099 vendors defined as non-incorporated suppliers of goods or services		
Software , applications for a personal smart phone or tablet, or e-reader downloads*	Information Services Policy	Contact your Buyer for service
Specialty Gasses		Contact your Buyer for service
Team or group travel*	Liberty University Travel	Contact your Travel Coordinator at travel@liberty.edu
Traffic Violations		Not authorized
All other purchases or activities prohibited by other University polices or procedures		

NOTE: Items listed with an asterisk (*) may be granted an exception for one-time purchases. If granted, written conditional approval must be retained with the transaction reconciliation. Contact pcard@liberty.edu for guidance.