

Item/Activity	Reference/Governing Policy/Guidance	Comments
Animals*		Contact your Buyer for service at <a href="mailto:procurement@liberty.edu">procurement@liberty.edu</a>
Appliances	<a href="#">Facility Management Policy</a>	Limitation on brands; Contact your Buyer for service
Assets*: Computers, Tablets, Smart Phones, Equipment, <u>Furniture</u> , <u>Vehicles</u> , etc.	<a href="#">Asset Purchases</a> and/or <a href="#">Information Services Policy</a>	Assets are uniquely tracked and budgeted. Contact <a href="mailto:pcard@liberty.edu">pcard@liberty.edu</a> for guidance.
Branded/Promotional Item Purchases (over \$1,000)	<a href="#">Branded/Promo Inventory</a>	Contact <a href="mailto:branding@liberty.edu">branding@liberty.edu</a> for exceptions.
Cash Advances or withdrawals	<a href="#">Cash Advance Policy</a>	<a href="#">Cash Advance Form</a>
Cellular phones or services	<a href="#">Information Services Policy</a>	Items that have the ability to connect wirelessly to another location to transfer data.
Chartered Transportation	BuyLU Form Request	Contact your Buyer for service
Contracts --Any purchase that binds the University contractually; includes Purchase Order Changes	<a href="#">Procurement Policy &amp; Procedures</a>	i.e. a quote or agreement with Terms and Conditions, in text or by reference (hyperlink)
Contributions or donations	<a href="#">Benevolence Policy</a>	Contact your Buyer for service
Guns or Explosives	Legal/LUPD/Procurement	Contact your Buyer for service
Internet/Wireless technologies*	<a href="#">Information Services Policy</a>	Items that have the ability to connect wirelessly to another location to transfer data.
Items for non-University purposes	<a href="#">Human Resources</a>	Individuals may be held fiscally and criminally liable for misuse

Items for personal use	<a href="#">Human Resources</a>	Individuals may be held fiscally and criminally liable for misuse
Items prohibited by <u>The Liberty Way</u>	<a href="#">Human Resources</a>	
Lease, insurance, or maintenance payments		Recurring expenses should be captured through the Procurement process
Legal or accounting Services	<a href="mailto:legalaffairs@liberty.edu">legalaffairs@liberty.edu</a>	Contact legal counsel
Lobbying expenses		Contact your Buyer for service
Medical Services		Contact your Buyer for service
Music downloads*	Not in the BMI, ASCAP, or SESAC, GMR databases	Contact your Buyer for service
Online Market Place Type Websites*	Examples (not full list): Temu, Ebay, Etsy, Facebook Marketplace, and Amazon (should be ordered via BuyLU)	Contact Buyer and/or P-Card Office
Pharmaceuticals		Contact your Buyer for service
Purchases through cardholders' personal business or that would constitute a conflict of interest (COI)	<a href="#">HR Faculty and Employee Handbooks</a>	Contact your Buyer if you still have question at <a href="mailto:procurement@liberty.edu">procurement@liberty.edu</a>
Purchases through PayPal or Venmo*		Contact your Buyer for service
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		Contact your Buyer for service
<a href="#">Software</a> , applications for a personal smart	<a href="#">Information Services Policy</a>	Contact your Buyer for service

phone or tablet, or e-reader downloads*		
Specialty Gasses		Contact your Buyer for service
Team or group travel*	<a href="#">Liberty University Travel</a>	Contact your Travel Coordinator at <a href="mailto:travel@liberty.edu">travel@liberty.edu</a>
Traffic Violations		Not authorized
<b><u>All other purchases or activities prohibited by other University polices or procedures</u></b>		

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