

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, <u>Furniture</u> , <u>Vehicles</u> , etc.	Asset Purchases and/or Information Services Policy	Assets are uniquely tracked and budgeted. Contact pcard@liberty.edu for guidance.
Branded/Promotional Item Purchases (over \$1,000)	Branded/Promo Inventory	Contact branding@liberty.edu for exceptions.
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
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	Human Resources	Individuals may be held fiscally and criminally liable for misuse
Items prohibited by <u>The Liberty Way</u>	Human Resources	
Lease, insurance, or maintenance payments		Recurring expenses should be captured through the Procurement process
Legal or accounting Services	legalaffairs@liberty.edu	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)	HR Faculty and Employee Handbooks	Contact your Buyer if you still have question at procurement@liberty.edu
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
Software , applications for a personal smart	Information Services Policy	Contact your Buyer for service

phone or tablet, or e-reader downloads*		
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
<u>All other purchases or activities prohibited by other University polices or procedures</u>		

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