

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		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
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 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		
<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>All other purchases or activities prohibited by other University polices or procedures</b>		

*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](mailto:pcard@liberty.edu) for guidance.*