

Prohibited Item	How to Purchase Item
Airline Membership	Check Request Form (IRS taxable benefit)
Alcoholic Beverages & Tobacco	Prohibited (Alcohol only by authorized departments)
Animals, Live Mammals	All animal purchases must go through Compliance, Integrity, and Safety in the Vice President for Research Office
Cash advances	Must use Concur Request for Cash Advance
Cell Phone (mobile devices) and Services	Cellular Service Policy Cell Phone & Internet Reimbursement Allowance Request Form
Charter Bus, Plane, or Boat	Purchase requisition is required due to liability insurance requirements
Chemicals (Laboratory and Research)	Order through University Chemical Stores
Controlled Substances	Prohibited
Computers, Computer Components, and Printers	These purchases must follow the 2.14 Information Technology Procurement policy and the SD# must be included in the business purpose description
Cylinder Gases and Liquid Nitrogen (Propane is permitted)	Purchase requisition is required due to federal regulations compliance
Equipment Costs of \$5,000 or greater	Purchase requisition is required in order to ensure proper accounting
Flowers	Flowers as gifts (for any reason) are prohibited--check request is required
Food, Meals, Hospitality, and Entertainment	Must use Concur Business Meal Expense
Gasoline (Personal Vehicle)	Must claim mileage in Concur
Gifts for Employees (including student employees)	Prohibited -- Policy
Hazardous Materials	Purchase requisition is required due to federal regulations compliance. Start with University Chemical Stores
Internet Services	Internet Service Policy Internet Allowance Request Form
Leases and Rentals of Real Estate	Contact Assoc. VP for Administration
Memberships	Prohibited in civic, community, and social organizations. Professional memberships are permitted
Maintenance Agreements	Purchase requisition with a contract is required
Michigan Tech Standard Letterhead, Business cards, and Envelopes	Inter-account bill is used when purchased through Michigan Tech Print Shop . Purchase requisition is required to ensure meeting University standards
Personal Items	Prohibited -- Policy
Purchase Involving the Trade of Tagged University Property	Purchase requisition is required in order to track the disposal of the tagged property
Relocation and Moving Expenses for Employees	House Hunting/Moving Expense Voucher is required
Renovations, Remodeling, Installations, or Repairs on Campus	Purchase requisition is required due to liability insurance requirements
Sales Tax	Prohibited
Services Performed on Campus and/or requiring contract	Purchase requisition is required due to liability insurance requirements
Software, Cloud Services	These purchases must follow the 2.14 Information Technology Procurement policy and the SD# must be included in the business purpose description
Split Transactions	Single Transaction Limit is \$4,999. A purchase may NOT be split into multiple transactions to stay within the single transaction limit.
Vehicles and Trailers, Unlicensed	Purchase requisition required
Weapons or ammunition	Prohibited