

Prohibited Purchases with State Funds

Type of Purchases	State Funds	Prohibited
Equipment and furniture through MCE	✓	
Employee expense reimbursement (including cell phone charges)	✓	
Travel reimbursement	✓	
Purchase Faculty and Staff awards (e.g., plaques) No gift cards or other cash equivalents	✓	
Flowers/memorial contributions as expression of sympathy		⊘
Floral arrangements for campus events (e.g., Graduation Celebration, Staff Awards, etc.)	✓	
Reimburse moving expenses	✓	
Professional dues and subscriptions	✓	
Retirement events or gifts		⊘
Disburse funds to students for academic achievement awards		⊘
Purchase personal gifts. e.g. Administrative Assistant's Day, Boss' Day, a new baby, wedding, etc.		⊘
Purchase and/or maintenance of equipment located at off-site location	✓	
Political contributions, including the purchase of tickets to attend a fundraiser		⊘
First class airline tickets for any travel		⊘
Payments of fines, tickets, penalties, or finance charges		⊘
Expenditures that may be considered extravagant and therefore might be misconstrued as a misuse of funds (e.g., luxury brands, expenses to travel across the country for an Excel training class when the same class could be attended locally)		⊘
Questionable items (expenditures without sufficient documentation or explanation and which might be misconstrued as a misuse of funds if paid)		⊘
Catering/food services with proper documentation and in compliance with University policy	✓	
Catering/Food served during normal or routine faculty/staff meetings		⊘
Expenses incurred at State Employees' social functions such as Christmas Parties		⊘
Purchases of alcoholic beverages included in a business meal		⊘

All expenses must further the business of the University and be properly supported. When in doubt, please consult with Financial Services, Procurement, or MAS before making a purchase.