

## Prohibited Purchases

### Amex GP-Card Policies and Procedures

All purchases made using the GP-Card MUST adhere to all guidelines provided and mandated by the sponsors of the grant for allowable, allocable, reasonableness, and consistent treatment. Use of the GP-Card will be guided and informed by the applicable Office of Management and Budget (OMB) Circulars (i.e., A-21, A-110, and A-133), specific agency guidelines, as well as, policies and procedures set by the University Administration and Office of Sponsored Programs. Please consult with Sponsored Programs for any questions related to allowable costs.

The following list of items may not be purchased using a GP-Card per OMB Circular A-21:

Alcoholic Beverages

Commencement & Convocation Costs

Donations & Contributions

Entertainment

Goods or Services for Personal Use

Housing and Personal Living Expenses

Memberships, Subscriptions & Professional Activity Costs

Proposal Costs

Cash advances

Gift Cards

Services involving labor, indemnity, and/or insurance requirements, and/or requiring SSAW-

9. See the approved [University and Medical P-Card Vendor List](#) for exceptions to this rule.

Vehicle purchase or lease

Travel/Entertainment expenses (as covered in the T&E policy) T&E Policy

Independent Contractors

Technological purchases including computers, laptops, software, cell phones and PDA's

All technological purchases must have PRIOR approval from ITS.

Office Supplies