Sample Purchases Allowed

- Office, lab supplies and equipment, accessories, peripherals (can be used in PORT)
- Annual Memberships and organization dues
- Annual Licenses
- Subscriptions – To a business address / Annual Only / includes software subscriptions
- Conference registrations
- Publications, reprints, books, educational DVDs
- Interlibrary Loans
- Accreditation fees
- Postage and stamps / Express shipping & freight (small quantities)
- Advertising
- Certifications and examination fees
- Software (must be approved by ITCS – Complete ProCard Software Purchase Form in Port)
- Maintenance contract / agreement payments with initial contract approval by Materials Management on file.
- Travel expenses including air/bus/train fare, shuttles/taxis, rental vehicles, parking, lodging.
- Catering/Group meals, which have a legit fund-approved business purpose. Must include itemized receipt, agenda/flier/meeting announcement and list of attendees.
- Student group functions including travel, events and group meals
Unauthorized Purchases

- NO purchases for personal use
- NO split ticket purchases to circumvent the single purchase limit
- NO animals
- NO weapons and ammunition or controlled substances
- NO purchases from pawn shops
- NO payments to individuals, consultants or employees (Vendor must have a FEIN number versus a SSN)
- NO trip protection/insurance, seat charges/upgrades, early check-in
- NO tours, additional functions, events, banquets, etc. without documented fund-approved business purpose.
- NO personal per diem meals (i.e. meals while in travel status).
- NO cash advances
- NO donations / contributions
- NO gift cards, incentives or prize purchases without prior approval per the “Gift Cards, Incentives and Prize Purchases” procedure found at [http://www.ecu.edu/purchasing/](http://www.ecu.edu/purchasing/)

- NO computers or laptops (Due to CPI, must be purchased through PORT)
- NO items requiring the signing or click-to-agree of a vendor agreement or terms and conditions in order to complete the purchase, except those vendors whose terms have been approved by Materials Management and/or ITCS, as required. Include approval/documentation with the statement.
- NO cellular services or devices
- NO payments to ECU for classes or parking fines
- NO payments for traffic violations or fines.
- NO payments that involve making changes to facilities
- NO beverages other than Coca-Cola products in small quantities. (Coke has the exclusive rights on campus.)
- NO drone services / payments