

## 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 SSA/W-9.
- 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
- Office machines including copiers, facsimile, scanners and printers
- Interior furnishings
- Events requiring a contract

Other items are allowable with exceptions. Please consult with Sponsored Programs for any questions related to allowable costs.