

## **Example of Excluded Purchases**

Alcoholic Beverages

Cash Advances

Construction, Renovation or Installation

Food (food purchases are allowable if one the following requirements have been met: fees are collected for the purchase of food from meeting attendees, if food is allowable on a research grant, or if pre-approval is obtained in advance through Official Hospitality.)

Gift Cards

Meals while in travel status

Personal Items

Printed materials (not including books) i.e. copying services, business cards, etc.

Purchases involving trade-in of University property

Real Estate Leases

Sales Tax (Tax-Exempt States)

Tobacco Products

Weapons, Ammunition