

APPENDIX D

Prohibited Items and Items Requiring Pre-Purchase Approval

This list identifies the most common categories of requirements that are prohibited or require some form of pre-purchase approvals. It is not all-inclusive. Cardholders should contact local authorities prior to purchasing any items that seems questionable or may have the appearance of being inappropriate. Prior to making a purchase that could cause one to question the appropriate expenditure of taxpayers' money, cardholders will obtain pre-purchase approval from the appropriate authority.

Prohibited Items

Cash Advances	Money orders, traveler checks, and gift certificates are also considered to be cash advances and shall not be purchased by cardholders to obtain items from merchants who do not accept the GPC.
Travel Related Purchases	This includes rental/lease of motor vehicles associated with Travel or temporary duty supported by travel orders (purchase of airline, bus, and train tickets), purchase of meals, drinks, lodging, or other travel or subsistence costs associated with official Government travel that will be reimbursed on a travel voucher.
Rental or Lease of Land And buildings.	The GSA SmartPay master contract provides, in section CC. 8., Authorization Controls for the Purchase Card Program, that the Purchase card "shall not be used for the long-term rental or lease of land or buildings." While the term "long-term rental or lease" is not defined in the contract, GSA has historically interpreted this language to permit use of the purchase card as a payment mechanism in the case of space acquired for a month or several weeks, for example where a unit is deployed and requires space for such a time period. Additionally, GSA considers appropriate use of the purchase card to include use in payment in renting a facility for a conference or meeting on a short-term basis (where a centrally billed travel card/account would not be appropriate) as well as use as the payment mechanism in agency acquisition of space for several weeks in case of emergency, such as responding to natural disaster or act of terrorism.
Fuel	Aviation, diesel, gasoline fuel or oil for aircraft.
Repair of Leased Vehicles	Repairs on leased or GSA fleet operated vehicles.

Gifts/mementoes	The purchase of gifts/mementoes for individuals.
Telecommunication Systems	Major telecommunications systems such as FTS or DSN
Construction Services over \$2,000	
Wire Transfers	
Savings Bonds	
Foreign Currency	
Dating & Escort Services	
Betting, Casino Gaming Chips, Off-Track Betting	
Transactions with Political Organizations	
Court Costs, Alimony, Child Support	
Fines	
Bail and Bond Payments	
Tax Payments	
Untreated Wood	Wood used for packaging and crating cannot be procured after 1 Oct 02 unless it is treated for parasites.

Items Requiring Pre-Purchase Approval

Printing	<p>FAR 8.802 prohibits directly contacting commercial sources. Defense Automated Printing Service (DAPS) is the mandatory source for all printing/ reproduction services.</p> <p>Limited exception: Cardholders may request a waiver from DAPS to allow buying of commercial printing services, we recommend that you coordinate with the following agency points of contact: Army IMCEN – (703) 695--3804 OSD – (703-693-4313 or (703) 693-4314 Navy - (703) 695651 Air Force (703) 614-0996</p>
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Hazardous Material Purchases of hazardous/dangerous materials must be approved by the local authority.

Advertising Approval in accordance with local procedures.

Video Information (VI) Approval in accordance with local procedures
Equipment and Materiel

Any requirement purchased with representational funds (AR 37-47)

Ergonomic Related and Low-vision Equipment

Injury should be verified by medical documentation and supervisor's approval must be obtained before purchasing. Before using agency funds, we recommend that the Computer/Electronic Accommodations Program (CAP) office first be considered as they may approve, and thus fund, the purchase. CAP is a centrally funded program and provides ergonomic equipment related and low vision equipment for all DoD employees. The point of contact is Ms. Dinah Cohen. Email address: Dinah.Cohen@tma.osd.mil. Website: <http://www.tricare.osd.mil/cap/> (also see Medical Items)

Food Appropriated funds are not available to pay for food or refreshments.

Limited Exceptions: An event may qualify for appropriated funding if certain requirements are satisfied and documented.

(1) Sponsoring agency may serve light refreshments on breaks at Government-sponsored Conferences where 51% of attendees are in travel status.

(2) Sponsoring agency may serve meals at Formal Meetings and Conferences attended by some percentage of non-government employees.

(3) Sponsoring agency may serve refreshments/meals at Training Meetings where actual training is conducted and not just discussions or open forums relating to problems and day-to-day operations of the agency.

(4) Sponsoring agency may serve light refreshments at Award Ceremonies honoring individuals recognized under the Civilian Employee's Incentive Award Program.

(5) Formal Ethics Awareness Program where food samples relating to the particular ethnicity are served as part of an education program.

(6) Food and/or refreshments served using Official Representational Funds.

Personal Purchases

Cardholders are prohibited from purchasing items for personal convenience/not for official Government use with the purchase card. This includes all appliances, handheld/portable electronic devices, clothing, and seasonal decorations. These items should be purchased through employee collections and/or personal funds.

Limited Exception: If an otherwise “personal” purchase is deemed proper by the respective agency official, usually an O-6 or above, as mission essential and a necessary expense of operating a facility, this may be considered an exception. These mission essential items must be documented and secured in the office at the end of the day for use during the work and duty day.

Bottled Water Services

Cardholders are prohibited from purchasing bottled water service with their purchase card.

Limited Exception: If an agency has a report, from an outside water-testing agency, determining that the drinking water is harmful if consumed.

Motor Vehicle, Long-Term Rental or Lease

Cardholders are prohibited from entering into contracts for rental/lease of motor vehicles.

Limited Exception: Authorization may be granted for official nonrecurring Government functions for no more than 30 days.

Trophies, Awards, Plaques, and Mementos as give away items for hails & farewells and Other Occasions

Cardholders are prohibited from purchasing give-away items.

Limited Exception: The purchase of give-away items in support of employee recognition programs or by recruiters may be authorized if accomplished within authorizing regulation or an approved awards program.

Business Cards

Cardholders are not authorized to purchase business cards.

Limited Exception: A DoD memo dated August 28th, 1998 authorizes the printing of business cards using existing software and agency-purchase card stock for use in connection with official activities.