The following information has either been rephrased or added into the policy. Effective September 14, 2014.

- **Alcohol**
  - No Alcoholic Purchases for any purpose
  - No meals served with alcoholic beverages

- **Beverages**
  - Water for employee consumption where potable water is available. Environmental Health and Safety makes the determination as to whether the available water is potable.

- **Entertainment**
  - Tickets (unless such entertainment purchases are charged to discretionary funding; see the requirements in 70.33)

- **Gifts**
  - Gift cards
  - Gifts (*unless the purchases are allowed by* and charged to discretionary funding; see 70.33)

- **Restricted Materials**
  - Over-the-counter medications for first aid kits, unless preapproved in accordance with SPPM 2.42.
    - NOTE: Over-the-counter medications are allowable purchasing card purchases without preapproval for units with dispensing pharmacies or trained medical staff.
  - Prescription medications
    - NOTE: Prescription medications are allowable purchasing card purchases for units with dispensing pharmacies or trained medical staff.
  - Fuel for University-owned, privately-owned, or rental vehicles.

- **Restricted Payments**
  - Employee relocation expenses
  - Personal purchases
    - NOTE: Establish a separate departmental account for University purchases with online merchants or purchase websites (e.g., Amazon.com; PayPal). Do not enter WSU purchasing card data as a payment method in a personal account.

- **Travel**
  - Employee travel and reimbursable travel expenses (e.g., transportation, lodging, hotel reservations, meals)
    - EXCEPTIONS: The following travel-related payments are allowable:
      - Payment of Washington "Go-Pass" road toll fees;
      - Conference registration fees without included lodging costs or paid to a WSU department (see 95.05 and 80.05);
      - Nonemployee travel and travel expenses (e.g., hotel reservations, ground transportation and lodging).

- **Equipment and Furnishings**
  - Appliances for break rooms or personal use, e.g., coffee makers, refrigerators, microwaves.
  - Furniture requiring connections to a building or building utilities
  - Capitalized equipment (object 06; see 20.50 for definition; see also SAAM Chapter 30 and below and 70.09)
  - Equipment purchased with equipment trade-in credit (see 70.12.)
  - Equipment qualifying for tax-exemption or tax deferral (see 70.42.)
  - Equipment with titles and licensing, e.g., vehicles, trailers, vessels.
Services

- Funds transferred to internet accounts to pay web services workers or survey respondents.
- Nonemployee labor for services subject to prevailing wages (e.g., carpentry, electrical, plumbing)
- Telephone services, including cellular telephone services and hardware for accounts not owned by the University.
  (NOTE: Payment of University-owned cellular telephone account monthly charges is allowable; see 85.45.)

Revision on Food and Meal Purchase Restrictions

- The restriction on the purchase of Food and Meals has been removed
- Food Purchases (Includes meals and light refreshments) are now allowed as long as the card reconciler follows the REVISED Review Transaction Guidelines below.
  o The card reconciler is to code light refreshment purchases to accounts that allow food purchases. The card reconciler must calculate allowable per diem rates for food purchases and charge any costs over the allowable per diem rates to 17A funds. See 95.19 for links to the allowable per diem rate tables.
  o The card reconciler is to enter the supporting information indicated below under
  o Transaction Notes:
    ▪ For all food and light refreshment purchases, provide the purpose of the purchase.
    ▪ If using 17A funds, provide a description of the attendees, e.g., students, alumni.
    ▪ If using funds other than 17A indicate that a Request to Serve Food form is on file with monthly reconciliation in the department. See 70.33 and 70.31.