

Unallowable Expenses

Purchasing any item on this list without prior approval is a purchasing violation and will be noted in the card holder record.

Salary and Benefits	Chemicals (Expense Type 5610)*
Utilities	Housing Charges
Telecom Equipment	Construction/Repairs*
Contracted Services	Warranties
Rentals*	Texas Sales Tax
Services*	Animals
Scholarships	Firearms
Computer/iPads/Phones/Laptops*	Consulting or Related Services

*Approval by Disbursement Services Director may be considered for special circumstances when the business justification and Department Head or VP approval is submitted in advance of the purchase.