

## UCLA POLICY 740 - ATTACHMENT A

### Goods & Services Purchase Restrictions and Purchases Requiring Special Approval

The items listed below define what transactions are unallowable without exception, unallowable by LVO or PCard, or allowed by the use of a Requisition.  
Should an item below require prior approval, please see the designated "Department to Provide Approval" and obtain prior to creating a Purchase Requisition or Reimbursement Request.

**NOTE: Items purchased outside the Purchasing Process are not guaranteed to be reimbursed or paid.  
The authorizing Department reserves the right to refuse approval for any unauthorized transactions.**

CATEGORY	EXAMPLES (BUT NOT LIMITED TO)	Requisition Required (The use of LVOs, Reimbursements or PCARD is Prohibited)	Reimbursement Prohibited. No Exceptions.	Designated Campus Officer Must Approve Before Funds Can Be Committed		ADDITIONAL POLICIES / HELPFUL LINKS
				PRIOR APPROVAL REQUIRED?	DEPARTMENT TO PROVIDE APPROVAL	
Air Conditioning Units*	Wall units, portable units, window units etc.	N/A	DISALLOWED	APPROVAL REQUIRED	Director of Energy Services & Util.	*The Approving Dept will provide instructions on how to proceed with these transactions.
Alcohol, Tax Free (Ethyl Alcohol)	Ethyl Alcohol	REQUISITION REQUIRED	DISALLOWED	APPROVAL REQUIRED	Chief Procurement Officer (CPO)	
Altered University Equipment	Personalizing University equipment, except for surgical loupes	PURCHASE DISALLOWED		N/A	N/A	
Athletic Equipment & Supplies	Jerseys, Helmets, Shoes Etc.	REQUISITION REQUIRED	DISALLOWED	N/A	N/A	Allowed only if part of an approved program of physical education or recreation
Biosafety Cabinets	An enclosed, ventilated laboratory workspace for safely working with materials contaminated with pathogens requiring a defined biosafety level.	REQUISITION REQUIRED	DISALLOWED	APPROVAL REQUIRED	Biosafety Officer, Environmental	<a href="https://ehs.ucla.edu/biosafety">https://ehs.ucla.edu/biosafety</a>
Carpet (On-Campus Installation)	Carpeting for office	REQUISITION REQUIRED	DISALLOWED	APPROVAL REQUIRED	Director of Crafts & Alterations, Facilities Management	
Clothing	Normal apparel worn to work (excluding uniforms, safety equipment, or performing arts).	PURCHASE DISALLOWED		N/A	N/A	UC G-41 Employee Non-Cash Awards and Other Gifts for exception
Communication Systems (Voice, Cellular, Data, Video Communication Systems & Connectivity)*	Phone/Radio/Cable TV Services and related Software	N/A	DISALLOWED	APPROVAL REQUIRED	Communications Technology Services Director	Orders for any communications or data related services should go through ITS Web Center portal, follow link below: <a href="http://webcenter.cts.ucla.edu/">http://webcenter.cts.ucla.edu/</a>
Conflict of Interest	Employee-vendor relationship / Former UC employee / Personal Benefit (free gift with purchase)	REQUISITION REQUIRED	DISALLOWED	APPROVAL REQUIRED	Chief Procurement Officer	BFB-G-39Policy 82 - Conflict of Interest, BUS 43, <a href="https://policy.ucop.edu/doc/4000590/ContrServ">https://policy.ucop.edu/doc/4000590/ContrServ</a>
Construction Off-Campus	Off-Campus Construction activity, in leased space occupied by UCLA* Off- Campus Construction activity, in leased space occupied by UCLA*	N/A	DISALLOWED	APPROVAL REQUIRED	Director, Administrator, Real Estate Asset Manager (if landlord will not contract for services and bill tenant)	*The Approving Dept will provide instructions on how to proceed with these transactions.  <a href="https://realestate.ucla.edu/">https://realestate.ucla.edu/</a> *The Approving Dept will provide instructions on how to proceed with these transactions.  <a href="https://realestate.ucla.edu/">https://realestate.ucla.edu/</a>
Construction On-Campus	On-Campus building exterior impact, including attachments to building or building roof* On-Campus building exterior impact, including attachments to building or building roof*	N/A	DISALLOWED	APPROVAL REQUIRED	Campus Architect	*The Approving Dept will provide instructions on how to proceed with these transactions.
Construction On-Campus Activity	Hiring of architects, engineers and design professionals* Hiring of architects, engineers and design professionals*	N/A	DISALLOWED	APPROVAL REQUIRED	Contracts Manager, Capital Programs, or Director Design & Project Management, Facilities Management	*The Approving Dept will provide instructions on how to proceed with these transactions. <a href="http://www.capitalprograms.ucla.edu/">http://www.capitalprograms.ucla.edu/</a> *The Approving Dept will provide instructions on how to proceed with these transactions. <a href="http://www.capitalprograms.ucla.edu/">http://www.capitalprograms.ucla.edu/</a>
Construction or Building On-site	Construction, remodeling, repair, or installation work	N/A	DISALLOWED	APPROVAL REQUIRED	Capital Programs	
Professional Services / Consulting Services	Professional Services provided by a firm or company based off a contract with a defined scope of work	REQUISITION REQUIRED	DISALLOWED	N/A	N/A	<a href="https://policy.ucop.edu/doc/4000590/ContrServ">https://policy.ucop.edu/doc/4000590/ContrServ</a>
Controlled Substances	Dangerous and regulated drugs	REQUISITION REQUIRED	DISALLOWED	APPROVAL REQUIRED	EH&S	Controlled Substance Program for Research
Electronics	Tablet, Monitors, Headphones Except University supplied personal computers for business use. Tablet, Monitors, Headphones Except University supplied personal computers for business use.	REQUISITION REQUIRED	DISALLOWED	N/A	N/A	
Business Meetings / Entertainment Expenditures	Meals or light refreshments (includes the cost of the food and beverages, labor, sales tax, delivery charges, and other service fees) and Hotel Arrangements	REQUISITION REQUIRED	DISALLOWED	N/A	N/A	BUS 79: <a href="https://policy.ucop.edu/doc/3420364/BFB-BUS-79">https://policy.ucop.edu/doc/3420364/BFB-BUS-79</a> <a href="https://policy.ucop.edu/doc/3420364/BFB-BUS-79">https://policy.ucop.edu/doc/3420364/BFB-BUS-79</a>
Equipment with Open Flame* Equipment with Open Flame*		N/A	DISALLOWED	APPROVAL REQUIRED	Fire Marshall	*The Approving Dept will provide instructions on how to proceed with these transactions.
Extravagant Items	Espresso Machines, Designed Luggage or accessories, high end electronics, Airpods, iPad, Smartwatch, any item known for the brand	PURCHASE DISALLOWED		N/A	N/A	
Firearms & Explosives	Guns, ammunition, explosives	REQUISITION REQUIRED	DISALLOWED	N/A	N/A	Contact UCPD
Foreign Payments (U.S. Sourced Only)	US-Sourced Payments to Foreign Entities or Individuals such as: - Software as a Service (SaaS) - Services - Royalties - Awards US-Sourced Payments to Foreign Entities or Individuals such as: - Software as a Service (SaaS) - Services - Royalties - Awards	REQUISITION REQUIRED	DISALLOWED	APPROVAL REQUIRED	Central Resource Unit (CRU)	Foreign Individuals - GLACIER Required: 1) <a href="https://www.cru.ucla.edu/alien-how-process-independent-personal-service-payment-foreign-nationals">https://www.cru.ucla.edu/alien-how-process-independent-personal-service-payment-foreign-nationals</a> 2) <a href="https://www.cru.ucla.edu/glacierForeignIndividuals-GLACIERRequired">https://www.cru.ucla.edu/glacierForeignIndividuals-GLACIERRequired</a> 1) <a href="https://www.cru.ucla.edu/alien-how-process-independent-personal-service-payment-foreign-nationals">https://www.cru.ucla.edu/alien-how-process-independent-personal-service-payment-foreign-nationals</a> 2) <a href="https://www.cru.ucla.edu/glacier">https://www.cru.ucla.edu/glacier</a>
Fume Hoods		REQUISITION REQUIRED	DISALLOWED	APPROVAL REQUIRED	Manager, Occupational Safety & Employee Health, Environmental Health & Safety	

Gifts (Tangible Items including retirement gifts)	Allowable only as defined in UC G-41 Employee Non-Cash Awards and Other Gifts and UC G-42 Gifts Presented to Non-Employees on Behalf of the University. Allowable only as defined in UC G-41 Employee Non-Cash Awards and Other Gifts and UC G-42 Gifts Presented to Non-Employees on Behalf of the University.	N/A	N/A	APPROVAL REQUIRED	Amounts over limits are not allowed. Please contact the Director of Tax Services for further information	UC G-41 Employee Non-Cash Awards and Other Gifts <a href="https://policy.ucop.edu/doc/3420353/BFB-G-41">https://policy.ucop.edu/doc/3420353/BFB-G-41</a> UC G-42 Gifts Presented to Non-Employees on Behalf of the University <a href="https://policy.ucop.edu/doc/3420354/BFB-G-42">https://policy.ucop.edu/doc/3420354/BFB-G-42</a> UC G-41 Employee Non-Cash Awards and Other Gifts <a href="https://policy.ucop.edu/doc/3420353/BFB-G-41">https://policy.ucop.edu/doc/3420353/BFB-G-41</a> UC G-42 Gifts Presented to Non-Employees on Behalf of the University <a href="https://policy.ucop.edu/doc/3420354/BFB-G-42">https://policy.ucop.edu/doc/3420354/BFB-G-42</a>
Gift Cards Employee & Human Subjects	Must be obtained via Payment Solutions and Compiace (PSC)	PURCHASE DISALLOWED		N/A	N/A	<a href="https://www.finance.ucla.edu/business-finance-services/payment">https://www.finance.ucla.edu/business-finance-services/payment</a>



Gift Cards Non-Employee	Must be obtained via established process, contact Campus Purchasing <a href="https://purchasing.ucla.edu/contact">https://purchasing.ucla.edu/contact</a>	N/A	DISALLOWED	N/A	N/A	<a href="#">UC G-42 Gifts Presented to Non-Employees on Behalf of the University</a>
Hardware or Software Connected to Medical Enterprise (hospital or School of Medicine) IT Infrastructure (excludes PC's)	Software licenses, SaaS Subscriptions/Servers	REQUISITION REQUIRED	DISALLOWED	N/A	N/A	<a href="#">Third-Party Risk Management (TPRM)</a>
Ergonomics Furniture & Equipment	Desk, Chair, Keyboard, Monitor Stands etc.	REQUISITION REQUIRED	DISALLOWED	N/A	N/A	Requisition is allowed as long as Ergonomics have approved the item(s).
Home Office Furniture or Furnishings	Items other than a computer. Allowable only as defined in the WFH Program or via a requisition only.	REQUISITION REQUIRED	DISALLOWED	N/A	N/A	<a href="#">Home (WFH) Furniture Program</a> <a href="https://covid-19.ucla.edu/remotework">https://covid-19.ucla.edu/remotework</a>
Independent Contractors	All Individuals contracted to perform work for UCLA, based on a specified scope or statement of work. Including all Foreign Payments	REQUISITION REQUIRED	DISALLOWED	N/A	N/A	<a href="#">Independent Contractor Guidelines</a> "if annual cumulative total per
Lasers, X-Ray and Safety Equipment		REQUISITION REQUIRED	DISALLOWED	APPROVAL REQUIRED	<a href="#">Laser Safety Office, Environment</a>	
Legal Services/Law Firms	Investigative services/Lawsuits	REQUISITION REQUIRED	DISALLOWED	APPROVAL REQUIRED	UCLA Vice Chancellor of Legal Affairs or UCOP Office of General Counsel	<a href="https://legalaffairs.ucla.edu">https://legalaffairs.ucla.edu</a> <a href="https://www.ucop.edu/uc-legal/">https://www.ucop.edu/uc-legal/</a>
Lifetime Memberships	Lifetime Memberships are not permissible due to the taxability of this as a fringe benefit when the employee leaves the University.	PURCHASE DISALLOWED		N/A	N/A	
Low-Voltage Wiring Projects *		N/A	DISALLOWED	APPROVAL REQUIRED	<a href="#">Communications Technology Ser</a>	*The Approving Dept will provide instructions on how to proceed with these transactions.
Narcotics, Dangerous Drugs, Controlled Substances (Schedule I-V), Prescription Drugs *		N/A	DISALLOWED	APPROVAL REQUIRED	<a href="#">UCLA Controlled Substances Pro</a>	
Ornamental Use	Decorative, display, nonessential or nonfunctional items. (Exception for Deans & Vice Chancellors & above)	N/A	DISALLOWED	N/A	N/A	
Parties for Academic and Non-Academic Personnel, including Retirees.	Except those defined in BUS-79, UC G-41 Employee Non-Cash Awards and Other Gifts and UC G-42 Gifts Presented to Non-Employees on Behalf of the University.	REQUISITION REQUIRED	DISALLOWED	APPROVAL REQUIRED	Director of Tax Services	BUS 79: <a href="https://policy.ucop.edu/doc/3420364/BFB-BUS-79">https://policy.ucop.edu/doc/3420364/BFB-BUS-79</a> UC G-41 Employee Non-Cash Awards and Other Gifts. <a href="https://policy.ucop.edu/doc/3420353/BFB-G-41">https://policy.ucop.edu/doc/3420353/BFB-G-41</a> UC G-42 Gifts Presented to Non-Employees on Behalf of the University. <a href="https://policy.ucop.edu/doc/3420354/BFB-G-42">https://policy.ucop.edu/doc/3420354/BFB-G-42</a>
Payment Processing, Including Accepting Credit Card Payments		REQUISITION REQUIRED	DISALLOWED	APPROVAL REQUIRED	Director, Student Financial Services	<a href="https://www.finance.ucla.edu/business-finance-services/payment">https://www.finance.ucla.edu/business-finance-services/payment</a>
Personal or Professional Services (Not to be placed on LVO's)	Professions that are typically licensed or registered with the state. Professional services are delivered by an independent contractor (individual, entity, or firm) that offers its services to the public. Examples: Engineer, Architect, Certified Public Accountant, Land Surveyor, Real Estate Appraisers	REQUISITION REQUIRED	DISALLOWED	N/A	N/A	
Personal Property	Non-University property items. Ex: Laptops, Tablets, Personalized Items, Headsets and any item that will be considered property of the employee.	PURCHASE DISALLOWED		N/A	N/A	
Personal Use	Any and all items deemed to be of personal use. Ex: Desk or office items, mini fridge, coffee maker, space heater.	PURCHASE DISALLOWED		N/A	N/A	
Postage *	Must be obtained from Mail and Document Services (MDDS)	PURCHASE DISALLOWED		APPROVAL REQUIRED	Director, Mail, Document & Distribution Services	<a href="https://mdds.ucla.edu/mail-services/stamp-sales">https://mdds.ucla.edu/mail-services/stamp-sales</a> *The Approving Dept will provide instructions on how to proceed with these transactions.
Radioactive Isotopes & Materials	Radioisotopes, Dangerous materials	REQUISITION REQUIRED	DISALLOWED	APPROVAL REQUIRED	<a href="#">Radiation Safety Officer, Environ</a>	<a href="#">Policy 994</a>
Real Estate Rental	Immovable property Ex: Office Space	REQUISITION REQUIRED	DISALLOWED	N/A	N/A	<a href="https://realestate.ucla.edu/">https://realestate.ucla.edu/</a>
Real Property Leases *	Off-campus Property Leases	N/A	DISALLOWED	APPROVAL REQUIRED	<a href="#">Real Estate Director</a>	*The Approving Dept will provide instructions on how to proceed with these transactions.
Service, Repairs or Maintenance	When services are performed on UCLA property (requires insurance coverage)	REQUISITION REQUIRED	DISALLOWED	N/A	N/A	
Software Purchases	Receipt of a copy or license to use a digital tool for the benefit of UCLA	REQUISITION REQUIRED	DISALLOWED	N/A	N/A	<a href="#">Software Licensing Agreements</a> <a href="https://purchasing.ucla.edu/third-party">https://purchasing.ucla.edu/third-party</a>
Telecommunications Systems (not PC's)	Audio-visual equipment and connectivity	REQUISITION REQUIRED	DISALLOWED	N/A	N/A	<a href="#">UCLA Policy 350</a>
Vehicles, Vessels	Means of transportation	REQUISITION REQUIRED	DISALLOWED	N/A	N/A	<a href="#">Fleet Procurement</a>
Vending Equipment *	Machines dispensing food and or beverages	N/A	DISALLOWED	APPROVAL REQUIRED	<a href="#">Assistant Vice Chancellor, Housi</a>	*The Approving Dept will provide instructions on how to proceed with these transactions.