<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>EXAMPLES (BUT NOT LIMITED TO)</th>
<th>Requisition Required</th>
<th>Reimbursement Available</th>
<th>Designated Campus Officer Must Approve Before Funds Can Be Committed</th>
<th>PRIOR APPROVAL REQUIRED</th>
<th>DEPARTMENT TO PROVIDE APPROVAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Conditioning Units*</td>
<td>Wall units, portable units, window units etc.</td>
<td>N/A</td>
<td>DISALLOWED</td>
<td>N/A</td>
<td>APPROVAL REQUIRED</td>
<td>Building Energy Services &amp; IA</td>
</tr>
<tr>
<td>Alcohol, Tax Free (Ethyl Alcohol)</td>
<td>Ethyl Alcohol</td>
<td>REQUISITION REQUIRED</td>
<td>DISALLOWED</td>
<td>Chief Procurement Office (CPO)</td>
<td>APPROVAL REQUIRED</td>
<td></td>
</tr>
<tr>
<td>Retired University Equipment</td>
<td>Vaccum Ext/University equipment, except for surgical bougs</td>
<td>PURCHASE DISALLOWED</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Athletic Equipment &amp; Supplies</td>
<td>Jersey, Helmet, Shoes etc.</td>
<td>REQUISITION REQUIRED</td>
<td>DISALLOWED</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Biosafety Cabinets</td>
<td>An enclosed, ventilated laboratory workspace for safely working with materials contaminated with pathogens requiring a defined biosafety level.</td>
<td>REQUISITION REQUIRED</td>
<td>DISALLOWED</td>
<td>Chief Procurement Officer, Environmental Health &amp; Safety</td>
<td>APPROVAL REQUIRED</td>
<td></td>
</tr>
<tr>
<td>Carpet (On-Campus Installation)</td>
<td>Carpeting for office</td>
<td>REQUISITION REQUIRED</td>
<td>DISALLOWED</td>
<td>Director of Crafts &amp; Alterations, Facilities Management</td>
<td>APPROVAL REQUIRED</td>
<td></td>
</tr>
<tr>
<td>Clothing</td>
<td>Normal apparel worn to work (including uniforms, safety equipment, or performing work)</td>
<td>PURCHASE DISALLOWED</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Communication Systems (Voice, Cellular, Data, Video Communication Systems &amp; Connectivities)</td>
<td>Phone/Text/Cable TV Services and related Software</td>
<td>N/A</td>
<td>DISALLOWED</td>
<td>Chief Procurement Officer, Communications Technology Services Director</td>
<td>APPROVAL REQUIRED</td>
<td></td>
</tr>
<tr>
<td>Conflict of Interest</td>
<td>Employee-vendor relationship / Former LC employee / Personal Benefit (free gift with purchase)</td>
<td>REQUISITION REQUIRED</td>
<td>DISALLOWED</td>
<td>Chief Procurement Officer</td>
<td>APPROVAL REQUIRED</td>
<td></td>
</tr>
<tr>
<td>Construction Off-Campus</td>
<td>Off-Campus Construction activity, in leased space occupied by UCLA Off-Campus activity, in leased space occupied by UCLA</td>
<td>N/A</td>
<td>DISALLOWED</td>
<td>N/A</td>
<td>APPROVAL REQUIRED</td>
<td>Campus Architect</td>
</tr>
<tr>
<td>Construction On-Campus</td>
<td>On-Campus building exterior impact, including attachments to building or building roof* On-Campus building exterior impact, including attachments to building or building roof*</td>
<td>N/A</td>
<td>DISALLOWED</td>
<td>N/A</td>
<td>APPROVAL REQUIRED</td>
<td></td>
</tr>
<tr>
<td>Construction On-Campus Activity</td>
<td>Hiring of architects, engineers and design professionals* Hiring of architects, engineers and design professionals*</td>
<td>N/A</td>
<td>DISALLOWED</td>
<td>Contracts Manager, Capital Programs; Director Design &amp; Project Management, Facilities Management</td>
<td>APPROVAL REQUIRED</td>
<td></td>
</tr>
<tr>
<td>Construction or Building On-site</td>
<td>Construction, remodeling, repair, or installation work</td>
<td>N/A</td>
<td>DISALLOWED</td>
<td>Capital Programs</td>
<td>APPROVAL REQUIRED</td>
<td></td>
</tr>
<tr>
<td>Professional Service / Consulting Services</td>
<td>Professional services provided by a firm or company based off a contract with a defined scope of work</td>
<td>REQUISITION REQUIRED</td>
<td>DISALLOWED</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Controlled Substances</td>
<td>Dangerous and regulated drugs</td>
<td>REQUISITION REQUIRED</td>
<td>DISALLOWED</td>
<td>EH&amp;S</td>
<td>APPROVAL REQUIRED</td>
<td></td>
</tr>
<tr>
<td>Electronics</td>
<td>Table, Monitors, Headphones Except University supplied personal computers for business use, Tablet, Monitors, Headphones Except University supplied personal computers for business use</td>
<td>REQUISITION REQUIRED</td>
<td>DISALLOWED</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Business Meetings / Entertainment Expenditures</td>
<td>Meals or light refreshments includes the cost of the food and beverages, labor, sales tax, delivery charges, and other service fees and Hotel Arrangements</td>
<td>REQUISITION REQUIRED</td>
<td>DISALLOWED</td>
<td>N/A</td>
<td>N/A</td>
<td>BUS 79:</td>
</tr>
<tr>
<td>Equipment with Open Flame / Equipment with Open Flame*</td>
<td>N/A</td>
<td>DISALLOWED</td>
<td>APPROVAL REQUIRED</td>
<td>Fire Marshall</td>
<td>APPROVAL REQUIRED</td>
<td></td>
</tr>
<tr>
<td>Extravagant Items</td>
<td>Espresso Machines, Designed Luggage or accessories, high end electronics, Pad, Smartwatch, any item known for the brand</td>
<td>PURCHASE DISALLOWED</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Contact UCPD</td>
</tr>
<tr>
<td>Firearms &amp; Explosives</td>
<td>Guns, ammunition, explosives</td>
<td>REQUISITION REQUIRED</td>
<td>DISALLOWED</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Foreign Payments (U.S. Sourced Only)</td>
<td>Unlawful Payments to Foreign Entities or Individuals such as: - Software as a Service (SaaS) - Services - Royalties - Awards</td>
<td>REQUISITION REQUIRED</td>
<td>DISALLOWED</td>
<td>Central Resource Unit (CU)</td>
<td>APPROVAL REQUIRED</td>
<td></td>
</tr>
<tr>
<td>Fame Hoods</td>
<td>REQUISITION REQUIRED</td>
<td>DISALLOWED</td>
<td>APPROVAL REQUIRED</td>
<td>Manager, Occupational Safety &amp; Employee Health, Environmental Health &amp; Safety</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gifts (Tangible Items including retirement gifts)</td>
<td>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.</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>APPROVAL REQUIRED</td>
<td>Amounts over limits are not allowed. Please contact the Director of Tax Services for further information</td>
</tr>
<tr>
<td>---</td>
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<td>---</td>
</tr>
<tr>
<td>GIFT CARDS Employee &amp; Human Subjects</td>
<td>Must be obtained via Payment Solutions and Compliance (PSC)</td>
<td>PURCHASONE DISALLOWED</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Gift Cards - Non-Employee</td>
<td>Must be obtained via established process, contact Campus Purchasing: <a href="https://purchasing.ucla.edu/contact">https://purchasing.ucla.edu/contact</a></td>
<td>N/A</td>
<td>DISALLOWED</td>
<td>N/A</td>
<td>N/A</td>
<td>UC G-42 Gifts Presented to Non-Employees on behalf of the University</td>
</tr>
<tr>
<td>---------------------------</td>
<td>----------------------------------------------------------------------------------------------------------</td>
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<td>------------------------------------------------------------------</td>
</tr>
<tr>
<td>Hardware or Software Connected to Medical Enterprise (Hospital or School of Medicine) IT Infrastructure (excludes ACUs)</td>
<td>Software licenses, SaaS Subscriptions/Servers</td>
<td>REQUISITION REQUIRED</td>
<td>DISALLOWED</td>
<td>N/A</td>
<td>N/A</td>
<td>Third-Party Risk Management (TPRM)</td>
</tr>
<tr>
<td>Ergonomics Furniture &amp; Equipment</td>
<td>Desk, Chair, Keyboard, Monitor Stands etc.</td>
<td>REQUISITION REQUIRED</td>
<td>DISALLOWED</td>
<td>N/A</td>
<td>N/A</td>
<td>Requisition is allowed as long as Ergonomics have approved the items.</td>
</tr>
<tr>
<td>Home Office Furniture or Furnishings</td>
<td>Items other than a computer - Arrange only as defined in the WSF Program or via a requisition only</td>
<td>REQUISITION REQUIRED</td>
<td>DISALLOWED</td>
<td>N/A</td>
<td>N/A</td>
<td>WSF Purchasing Program: <a href="https://wsf.vc.ucla.edu/services">https://wsf.vc.ucla.edu/services</a></td>
</tr>
<tr>
<td>Independent Contractors</td>
<td>All individuals contracted to perform work for UCLA, based on a specified scope or statement of work, including all Foreign Payments.</td>
<td>REQUISITION REQUIRED</td>
<td>DISALLOWED</td>
<td>N/A</td>
<td>N/A</td>
<td>Independent Contractor Guidelines: 8% annual cumulative total pay</td>
</tr>
<tr>
<td>Leases, X-Ray and Safety Equipment</td>
<td>Investigative services/Lawsuits</td>
<td>REQUISITION REQUIRED</td>
<td>DISALLOWED</td>
<td>N/A</td>
<td>N/A</td>
<td>UCLA Vice Chancellor of Legal Affairs or UC Office of General Counsel: <a href="https://legalsaffairs.ucla.edu/https://www.ucop.edu/uc-legal/">https://legalsaffairs.ucla.edu/https://www.ucop.edu/uc-legal/</a></td>
</tr>
<tr>
<td>Software Purchases</td>
<td>Service, Repairs or Maintenance</td>
<td>REQUISITION REQUIRED</td>
<td>DISALLOWED</td>
<td>N/A</td>
<td>N/A</td>
<td>(Not to be placed on LVO's)</td>
</tr>
<tr>
<td>Service, Repairs or Maintenance</td>
<td>Real Property Leases</td>
<td>REQUISITION REQUIRED</td>
<td>DISALLOWED</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Service, Repairs or Maintenance</td>
<td>Real Estate Rental</td>
<td>REQUISITION REQUIRED</td>
<td>DISALLOWED</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Service, Repairs or Maintenance</td>
<td>Radioactive Isotopes &amp; Materials</td>
<td>REQUISITION REQUIRED</td>
<td>DISALLOWED</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Service, Repairs or Maintenance</td>
<td>Postage</td>
<td>REQUISITION REQUIRED</td>
<td>DISALLOWED</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Service, Repairs or Maintenance</td>
<td>Personal Use</td>
<td>REQUISITION REQUIRED</td>
<td>DISALLOWED</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Service, Repairs or Maintenance</td>
<td>Personal Property</td>
<td>REQUISITION REQUIRED</td>
<td>DISALLOWED</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Service, Repairs or Maintenance</td>
<td>Personal or Professional Services (Not to be placed on LVO's)</td>
<td>REQUISITION REQUIRED</td>
<td>DISALLOWED</td>
<td>N/A</td>
<td>N/A</td>
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</tr>
<tr>
<td>Service, Repairs or Maintenance</td>
<td>Credit Card Payments</td>
<td>REQUISITION REQUIRED</td>
<td>DISALLOWED</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Service, Repairs or Maintenance</td>
<td>Personnel, including Retirees.</td>
<td>REQUISITION REQUIRED</td>
<td>DISALLOWED</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Service, Repairs or Maintenance</td>
<td>Parties for Academic and Non-Academic Personnel, including Retirees.</td>
<td>REQUISITION REQUIRED</td>
<td>DISALLOWED</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Service, Repairs or Maintenance</td>
<td>Low-Voltage Wiring Projects</td>
<td>REQUISITION REQUIRED</td>
<td>DISALLOWED</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Service, Repairs or Maintenance</td>
<td>Laser, X-Ray and Safety Equipment</td>
<td>REQUISITION REQUIRED</td>
<td>DISALLOWED</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Service, Repairs or Maintenance</td>
<td>Critical, Dangerous Drugs, Controlled Substances (Schedule I-V), Prescription Drugs</td>
<td>N/A</td>
<td>DISALLOWED</td>
<td>N/A</td>
<td>N/A</td>
<td>UCLA Controlled Substances Program Administrator: <a href="https://legalaffairs.ucla.edu/https://www.ucop.edu/uc-legal/">https://legalaffairs.ucla.edu/https://www.ucop.edu/uc-legal/</a></td>
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<tr>
<td>Service, Repairs or Maintenance</td>
<td>Ornamental Use</td>
<td>REQUISITION REQUIRED</td>
<td>DISALLOWED</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Service, Repairs or Maintenance</td>
<td>Permits</td>
<td>REQUISITION REQUIRED</td>
<td>DISALLOWED</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Service, Repairs or Maintenance</td>
<td>Payment Processing, Including Accepting Credit Card Payments</td>
<td>REQUISITION REQUIRED</td>
<td>DISALLOWED</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
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<tr>
<td>Service, Repairs or Maintenance</td>
<td>Personal or Professional Services</td>
<td>REQUISITION REQUIRED</td>
<td>DISALLOWED</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Service, Repairs or Maintenance</td>
<td>Personal Property</td>
<td>REQUISITION REQUIRED</td>
<td>DISALLOWED</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Service, Repairs or Maintenance</td>
<td>Personal Use</td>
<td>REQUISITION REQUIRED</td>
<td>DISALLOWED</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Service, Repairs or Maintenance</td>
<td>Postage*</td>
<td>REQUISITION REQUIRED</td>
<td>DISALLOWED</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Service, Repairs or Maintenance</td>
<td>Radioactive Isotopes &amp; Materials</td>
<td>REQUISITION REQUIRED</td>
<td>DISALLOWED</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Service, Repairs or Maintenance</td>
<td>Real Estate Rental</td>
<td>REQUISITION REQUIRED</td>
<td>DISALLOWED</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Service, Repairs or Maintenance</td>
<td>Real Estate Leases*</td>
<td>REQUISITION REQUIRED</td>
<td>DISALLOWED</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Service, Repairs or Maintenance</td>
<td>Service, Repairs or Maintenance</td>
<td>REQUISITION REQUIRED</td>
<td>DISALLOWED</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>Service, Repairs or Maintenance</td>
<td>Software Purchases</td>
<td>REQUISITION REQUIRED</td>
<td>DISALLOWED</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Service, Repairs or Maintenance</td>
<td>Telecommunications Systems (not PCs)</td>
<td>REQUISITION REQUIRED</td>
<td>DISALLOWED</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Service, Repairs or Maintenance</td>
<td>Vehicles, Vessels</td>
<td>REQUISITION REQUIRED</td>
<td>DISALLOWED</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Service, Repairs or Maintenance</td>
<td>Lending Equipment*</td>
<td>REQUISITION REQUIRED</td>
<td>DISALLOWED</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

*The Approving Dept will provide instructions on how to proceed with your transaction.

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