### 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 UVO 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.

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>EXAMPLES</th>
<th>Requisition Required</th>
<th>Reimbursement Disallowed</th>
<th>PRIOR APPROVAL REQUISITION REQUIRED</th>
<th>DEPARTMENT TO PROVIDE APPROVAL</th>
<th>ADDITIONAL POLICIES / HELPFUL LINKS</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>REQUISITION REQUIRED</td>
<td>Director of Energy Services &amp; Utilities</td>
<td><a href="https://policy.ucla.edu/Policy-BUS-79">https://policy.ucla.edu/Policy-BUS-79</a></td>
</tr>
<tr>
<td>Alcohol, Tax Free (Ethyl Alcohol)</td>
<td>Ethyl Alcohol</td>
<td>REQUISITION REQUIRED</td>
<td>DISALLOWED</td>
<td>APPROVAL REQUIRED</td>
<td>Chief Procurement Officer (CPO)</td>
<td><a href="https://policy.ucla.edu/Policy-BUS-79">https://policy.ucla.edu/Policy-BUS-79</a></td>
</tr>
<tr>
<td>Athletic Equipment &amp; Supplies</td>
<td>Jerseys, Helmets, Shoes Etc.</td>
<td>REQUISITION REQUIRED</td>
<td>DISALLOWED</td>
<td>N/A</td>
<td>N/A</td>
<td><a href="https://policy.ucla.edu/Policy-BUS-79">SC-41 Employee Non-Cash Awards and Other Gifts for exceptions</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>N/A</td>
<td><a href="http://ehs.ucla.edu/biosafety">http://ehs.ucla.edu/biosafety</a></td>
<td></td>
</tr>
<tr>
<td>Carpet (On-Campus Installation)</td>
<td>Carpeting for office</td>
<td>REQUISITION REQUIRED</td>
<td>DISALLOWED</td>
<td>N/A</td>
<td><a href="https://policy.ucla.edu/Policy-BUS-79">Chief Procurement Officer</a></td>
<td></td>
</tr>
<tr>
<td>Closet (On-Campus Installation)</td>
<td>Closet system</td>
<td>REQUISITION REQUIRED</td>
<td>DISALLOWED</td>
<td>N/A</td>
<td><a href="https://policy.ucla.edu/Policy-BUS-79">Director of Facilities Management</a></td>
<td></td>
</tr>
<tr>
<td>Clothing</td>
<td>Normal apparel worn to work (including uniforms, safety equipment, or performing apparel)</td>
<td>PURCHASE DISALLOWED</td>
<td>N/A</td>
<td>N/A</td>
<td><a href="https://policy.ucla.edu/Policy-BUS-79">Silent/Telecommuting with purchase</a></td>
<td></td>
</tr>
<tr>
<td>Communication Systems (Voice, Cellular Data, Video Communication Systems &amp; Connectivities)*</td>
<td>Phone/Reading/Computer Systems and related Software</td>
<td>N/A</td>
<td>DISALLOWED</td>
<td>APPROVAL REQUIRED</td>
<td>Chief Procurement Officer</td>
<td><a href="https://policy.ucla.edu/Policy-BUS-79">https://policy.ucla.edu/Policy-BUS-79</a></td>
</tr>
<tr>
<td>Construction Off-Campus</td>
<td>Off-Campus Construction activity, in leased space occupied by UCLA/ Off-Campus Construction activity, in leased space occupied by UCLA/</td>
<td>N/A</td>
<td>DISALLOWED</td>
<td>APPROVAL REQUIRED</td>
<td>Director, Administrator, Real Estate Asset Manager (if landlord will not contract for services and bill tenants)</td>
<td><a href="https://realstate.ucla.edu">https://realstate.ucla.edu/The Approving Dept will provide instructions on how to proceed with these transactions.</a></td>
</tr>
<tr>
<td>Construction On-Campus</td>
<td>On-Campus building exterior impacts, including attachments to building or building roof* - On-Campus building exterior impacts, including attachments to building or building roof*</td>
<td>N/A</td>
<td>DISALLOWED</td>
<td>APPROVAL REQUIRED</td>
<td>Campus Architect</td>
<td><a href="https://policy.ucla.edu/Policy-BUS-79">https://policy.ucla.edu/Policy-BUS-79</a></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>APPROVAL REQUIRED</td>
<td>Contracts Manager, Capital Projects, or Director Design &amp; Project Management, Facilities Management</td>
<td><a href="https://policy.ucla.edu/Policy-BUS-79">https://policy.ucla.edu/Policy-BUS-79</a></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>APPROVAL REQUIRED</td>
<td>Capital Programs</td>
<td><a href="https://policy.ucla.edu/Policy-BUS-79">https://policy.ucla.edu/Policy-BUS-79</a></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><a href="https://policy.ucla.edu/Policy-BUS-79">https://policy.ucla.edu/Policy-BUS-79</a></td>
</tr>
<tr>
<td>Controlled Substances</td>
<td>Dangerous and regulated drugs</td>
<td>REQUISITION REQUIRED</td>
<td>DISALLOWED</td>
<td>APPROVAL REQUIRED</td>
<td>EH&amp;S</td>
<td><a href="https://policy.ucla.edu/Policy-BUS-79">Controlled Substance Program for Research</a></td>
</tr>
<tr>
<td>Electronics</td>
<td>Table, Monitors, Headphones except University supplied personal computers for business use. Table, 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><a href="https://policy.ucla.edu/Policy-BUS-79">https://policy.ucla.edu/Policy-BUS-79</a></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><a href="https://policy.ucla.edu/Policy-BUS-79">BUS 79:</a></td>
<td></td>
</tr>
<tr>
<td>Equipment with Open Flame or Equipment with Open Flame*</td>
<td>N/A</td>
<td>DISALLOWED</td>
<td>APPROVAL REQUIRED</td>
<td>Fire Marshal</td>
<td><a href="https://policy.ucla.edu/Policy-BUS-79">https://policy.ucla.edu/Policy-BUS-79</a></td>
<td></td>
</tr>
<tr>
<td>Extravagant Items</td>
<td>Espresso Machines, Designed Luggage or accessories, high end electronics, Airpods, iPad, Smartwatch, any item known for the brand</td>
<td>PURCHASE DISALLOWED</td>
<td>N/A</td>
<td>N/A</td>
<td><a href="https://policy.ucla.edu/Policy-BUS-79">Contact UCPD</a></td>
<td></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><a href="https://policy.ucla.edu/Policy-BUS-79">https://policy.ucla.edu/Policy-BUS-79</a></td>
</tr>
<tr>
<td>Foreign Payments (US Sourced Only)</td>
<td>Due to Expenditures to Foreign Entities or Individuals such as: - Software as a Service (SaaS) - Services - Royalties - Awards - Awards</td>
<td>REQUISITION REQUIRED</td>
<td>DISALLOWED</td>
<td>APPROVAL REQUIRED</td>
<td>Central Resource Unit (CUR)</td>
<td><a href="https://policy.ucla.edu/Policy-BUS-79">https://policy.ucla.edu/Policy-BUS-79</a></td>
</tr>
<tr>
<td>Foreign Payments (US Based Only)</td>
<td>Due to Expenditures to Foreign Entities or Individuals such as: - Software as a Service (SaaS) - Services - Royalties - Awards</td>
<td>REQUISITION REQUIRED</td>
<td>DISALLOWED</td>
<td>APPROVAL REQUIRED</td>
<td>Central Resource Unit (CUR)</td>
<td><a href="https://policy.ucla.edu/Policy-BUS-79">https://policy.ucla.edu/Policy-BUS-79</a></td>
</tr>
<tr>
<td>Hawaii Foods</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><a href="https://policy.ucla.edu/Policy-BUS-79">https://policy.ucla.edu/Policy-BUS-79</a></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>APPROVAL REQUIRED</td>
<td>Amounts over limits are not allowed. Please contact the Director of Tax Services for further information</td>
<td>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></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Gift Cards Employee &amp; Human Subjects</td>
<td>Must be obtained via Payment Solutions and Compliance (PSC)</td>
<td>PURCHASE DISALLOWED</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
<td><a href="https://www.finance.ucla.edu/business-finance-services/payment-solutions-and-compliance">https://www.finance.ucla.edu/business-finance-services/payment-solutions-and-compliance</a></td>
</tr>
</tbody>
</table>
### Vehicles, Vessels
- Software Purchases
- Service, Repairs or Maintenance
- Real Property Leases
- Real Estate Rental
- Radioactive Isotopes & Materials
- Postage
- Personal Use
- Personal Property
- Personal or Professional Services
- Credit Card Payments
- Personnel, including Retirees.
- Ornaments Use
- Drugs
- Substances (Schedule I-V), Prescription Narcotics, Dangerous Drugs, Controlled
- Low-Voltage Wiring Projects
- Lifetime Memberships
- Legal Services/Law Firms
- Lasers, X-Ray and Safety Equipment
- Independent Contractors
- Home Office Furniture or Furnishings
- Ergonomics Furniture & Equipment
- Hardware or Software Connected to Medicine) IT Infrastructure (excludes Medical Enterprise (hospital or School of Engineering, Architect, Certified Public Accountant, Land Surveyor, Real Estate Agent)
- Gift Cards Non-Employee

#### REQUISITION REQUIRED
- Software licenses, SaaS Subscriptions/Servers
- Telecommunications Systems (not PC’s)
- Vehicles, Vessels
- Software Purchases
- Service, Repairs or Maintenance
- Real Property Leases
- Real Estate Rental
- Radioactive Isotopes & Materials
- Postage
- Personal Use
- Personal Property
- Personal or Professional Services
- Credit Card Payments
- Personnel, including Retirees.
- Ornaments Use
- Drugs
- Substances (Schedule I-V), Prescription Narcotics, Dangerous Drugs, Controlled
- Low-Voltage Wiring Projects
- Lifetime Memberships
- Legal Services/Law Firms
- Lasers, X-Ray and Safety Equipment
- Independent Contractors
- Home Office Furniture or Furnishings
- Ergonomics Furniture & Equipment
- Hardware or Software Connected to Medicine) IT Infrastructure (excludes Medical Enterprise (hospital or School of Engineering, Architect, Certified Public Accountant, Land Surveyor, Real Estate Agent)
- Gift Cards Non-Employee

#### PURCHASE DISALLOWED
- Software licenses, SaaS Subscriptions/Servers
- Telecommunications Systems (not PC’s)
- Vehicles, Vessels
- Software Purchases
- Service, Repairs or Maintenance
- Real Property Leases
- Real Estate Rental
- Radioactive Isotopes & Materials
- Postage
- Personal Use
- Personal Property
- Personal or Professional Services
- Credit Card Payments
- Personnel, including Retirees.
- Ornaments Use
- Drugs
- Substances (Schedule I-V), Prescription Narcotics, Dangerous Drugs, Controlled
- Low-Voltage Wiring Projects
- Lifetime Memberships
- Legal Services/Law Firms
- Lasers, X-Ray and Safety Equipment
- Independent Contractors
- Home Office Furniture or Furnishings
- Ergonomics Furniture & Equipment
- Hardware or Software Connected to Medicine) IT Infrastructure (excludes Medical Enterprise (hospital or School of Engineering, Architect, Certified Public Accountant, Land Surveyor, Real Estate Agent)
- Gift Cards Non-Employee

#### APPROVAL REQUIRED
- Software licenses, SaaS Subscriptions/Servers
- Telecommunications Systems (not PC’s)
- Vehicles, Vessels
- Software Purchases
- Service, Repairs or Maintenance
- Real Property Leases
- Real Estate Rental
- Radioactive Isotopes & Materials
- Postage
- Personal Use
- Personal Property
- Personal or Professional Services
- Credit Card Payments
- Personnel, including Retirees.
- Ornaments Use
- Drugs
- Substances (Schedule I-V), Prescription Narcotics, Dangerous Drugs, Controlled
- Low-Voltage Wiring Projects
- Lifetime Memberships
- Legal Services/Law Firms
- Lasers, X-Ray and Safety Equipment
- Independent Contractors
- Home Office Furniture or Furnishings
- Ergonomics Furniture & Equipment
- Hardware or Software Connected to Medicine) IT Infrastructure (excludes Medical Enterprise (hospital or School of Engineering, Architect, Certified Public Accountant, Land Surveyor, Real Estate Agent)
- Gift Cards Non-Employee

### Additional Information
- UC G-42 Gifts Presented to Non-Employees on Behalf of the University. https://policy.ucop.edu/doc/3420353/BFB-G-41
- BUS 79: https://policy.ucop.edu/doc/3420364/BFB-BUS-79
- UCLA Vice Chancellor of Legal Affairs or UCOP Office of General Counsel. https://legalaffairs.ucla.edu/https://www.ucop.edu/uc-legal/
- Director, Mail, Document & Distribution Services
- UCLA Policy 350
- Policy 994
- https://legalaffairs.ucla.edu/https://www.ucop.edu/uc-legal/
- The Approving Dept will provide instructions on how to proceed with these transactions.

### Exceptions
- Students, Faculty, Staff, & Vice Chancellors & above
- 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 Agent.
- Non-University property items.
- For UCLA, based on a specified scope or benefit when the employee leaves the University.
- University.