## 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.

### ADDITIONAL POLICIES / HELPFUL LINKS
- UC G-41 Employee Non-Cash Awards and Other Gifts for exceptions
- UC PSM-82: [https://policy.ucop.edu/doc/4000590/PPSM-82](https://policy.ucop.edu/doc/4000590/PPSM-82)
- UC G-39 Policy 82 - Conflict of Interest, BUS 43, [https://policy.ucop.edu](https://policy.ucop.edu)
- UC G-40 Employee Non-Cash Payments to Foreign Nationals - [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)
- UCLA G-54: [https://www.cru.ucla.edu/glacier](https://www.cru.ucla.edu/glacier)
- UC PSM-44: [https://policy.ucop.edu/doc/4000590/PPSM-82](https://policy.ucop.edu/doc/4000590/PPSM-82)
- UNIV-001: [https://policy.ucop.edu/doc/4000590/UNIV-001](https://policy.ucop.edu/doc/4000590/UNIV-001)

### CATEGORY

<table>
<thead>
<tr>
<th>EXAMPLES</th>
<th>Requisition Required</th>
<th>Reimbursement Disallowed for Transactions of Expenditure or...</th>
<th>Designated Campus Officer Must Approve Before Funds Can Be Committed</th>
<th>Additional Policies / Helpful Links</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Conditioning Units*</td>
<td>N/A</td>
<td>DISALLOWED</td>
<td>APPROVAL REQUIRED</td>
<td>The Approving Dept will provide instructions on how to proceed with these transactions.</td>
</tr>
<tr>
<td>Alcohol, Tax Free (Ethyl Alcohol)</td>
<td>Ethyl Alcohol</td>
<td>REQUISITION REQUIRED</td>
<td>DISALLOWED</td>
<td>Chief Procurement Officer (CPO)</td>
</tr>
<tr>
<td>Apparel &amp; University Equipment</td>
<td>Professional Service Equipment, except for surgical loupes</td>
<td>PURCHASE DISALLOWED</td>
<td>N/A</td>
<td>N/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>
</tr>
<tr>
<td>Business Safety 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 (EH&amp;S)</td>
</tr>
<tr>
<td>Carpeting for Office</td>
<td>Normal apparel worn to work including uniforms, safety equipment, or performing an approved task</td>
<td>PURCHASE DISALLOWED</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Communication Systems (Voice, Cellular, Data)</td>
<td>Phone/Email/Off-Campus Services and related Software</td>
<td>N/A</td>
<td>DISALLOWED</td>
<td>APPROVAL REQUIRED</td>
</tr>
<tr>
<td>Conflict of Interest</td>
<td>Employee-UC employee relationship / Former UC employee / Personal Benefit (free gift or purchase)</td>
<td>REQUISITION REQUIRED</td>
<td>DISALLOWED</td>
<td>Director, Administrant, Real Estate Asset Manager (if landlord will not contract for services and bill tenant)</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>
</tr>
<tr>
<td>Construction On-Campus</td>
<td>On-Campus building exterior impact, including attachments to building or building roof*</td>
<td>N/A</td>
<td>DISALLOWED</td>
<td>APPROVAL REQUIRED</td>
</tr>
<tr>
<td>Construction On-Campus Activity</td>
<td>Hiring of architects, engineers and design professionals*</td>
<td>N/A</td>
<td>DISALLOWED</td>
<td>APPROVAL REQUIRED</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>
</tr>
<tr>
<td>Professional Service / Consulting Services</td>
<td>Professional services provided by a firm or company based on a contract with a defined scope of work.</td>
<td>REQUISITION REQUIRED</td>
<td>DISALLOWED</td>
<td>N/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>
</tr>
<tr>
<td>Electronics</td>
<td>Tablets, Monitors, Headphones Except University supplied personal computers for business use. Tablets, Monitors, Headphones Except University supplied personal computers for business use.</td>
<td>REQUISITION REQUIRED</td>
<td>DISALLOWED</td>
<td>N/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>
</tr>
<tr>
<td>Equipment with Open Flame*</td>
<td>Equipment with Open Flame*</td>
<td>N/A</td>
<td>DISALLOWED</td>
<td>APPROVAL REQUIRED</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>
</tr>
<tr>
<td>Firearms &amp; Explosives</td>
<td>Guns, ammunition, explosives</td>
<td>REQUISITION REQUIRED</td>
<td>DISALLOWED</td>
<td>N/A</td>
</tr>
</tbody>
</table>

*ADDITIONAL POLICIES / HELPFUL LINKS

**REQUISITION REQUIRED**

**DISALLOWED**

**APPROVAL REQUIRED**

**Funds Can Be Committed**

**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.

**ADDITIONAL POLICIES / HELPFUL LINKS**

**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.
| 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 |
Gift Cards - Non-Employee  Must be obtained via established process, contact Campus Purchasing:  https://purchasing.ucla.edu/contact  N/A  DISALLOWED  N/A  N/A  UC G-42 Gifts Presented to Non-Employees on behalf of the University

Software or Hardware Connected to Medical Enterprise (hospital or School of Medicine) IT Infrastructure (excludes PCs)  Software licenses, SaaS Subscriptions/Servers  REQUISITION REQUIRED  DISALLOWED  N/A  N/A  Third-Party Risk Management (TPRM)

Equipment & Furniture  Meas, 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 so defined in the WFH Program or via a requisition only  REQUISITION REQUIRED  DISALLOWED  N/A  N/A  Home (WFH) Furniture Program  https://covid-19.ucla.edu/remote-work-furniture-guidelines/ https://ergonomics.ucla.edu/flexwork/equipment-reimbursement

Personal Use  Personal Property (Not to be placed on LVO’s)  N/A  DISALLOWED  N/A  N/A  Independent Contractor Guidelines* $ annual cumulative total/yr

Payment Processing, Including Accepting Credit Card Payments  Director, Student Financial Services  REQUISITION REQUIRED  DISALLOWED  N/A  N/A  Director, Student Financial Services

Personal or Professional Services Not to be placed on LVO’s  Professionals 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.  REQUISITION REQUIRED  DISALLOWED  N/A  N/A  UCLA Vice Chancellor of Legal Affairs or UCOP Office of General Counsel  https://legalaffairs.ucla.edu/ https://www.ucop.edu/uc-legal/

Personal Property  Non-University property items. Ex: Laptops, Tablets, Personalized items, Headphones and any item that will be considered property of the employee.  N/A  DISALLOWED  N/A  N/A  SCE G-4 Gifts Presented to Non-Employees on Behalf of the University.

Personal Use  Any and all items deemed to be a personal use. Ex: Desk or office items, mini fridge, coffee maker, space heater.  N/A  DISALLOWED  N/A  N/A  SCE G-4 Gifts Presented to Non-Employees on Behalf of the University.

Postage*  Must be obtained from Mail and Distribution Services (MDDS)  REQUISITION REQUIRED  DISALLOWED  N/A  N/A  Mail Services/Stamp Sales  https://mdds.ucla.edu/mail-services/stamp-sales

Radioisotopes & Materials  Radioisotopes, Dangerous materials  REQUISITION REQUIRED  DISALLOWED  N/A  N/A  Radiation Safety Officer, Enviromental Health & Safety

Real Estate Rental  Irreversible property ex: Office Space  REQUISITION REQUIRED  DISALLOWED  N/A  N/A  https://realestate.ucla.edu/

Real Estate Leases*  Off-campus Property Leases  N/A  DISALLOWED  N/A  N/A  Real Estate Director  *The Approving Dept will provide instructions on how to proceed with these transactions.

Service, Repairs or Maintenance  When services are performed on UCLA property (required insurance coverage)  REQUISITION REQUIRED  DISALLOWED  N/A  N/A  Software licensing Agreement  https://purchasing.ucla.edu/policy

Software Purchases  Software purchased or licensed to use a software tool for the benefit of UCLA  REQUISITION REQUIRED  DISALLOWED  N/A  N/A  UCLA Policy 310

Telecommunications Systems (not PCs)  Audio-visual equipment and connectivity  REQUISITION REQUIRED  DISALLOWED  N/A  N/A  https://purchasing.ucla.edu/policy

Vehicles, Vessels  Means of transportation  REQUISITION REQUIRED  DISALLOWED  N/A  N/A  Fleet Procurement

Furniture Equipment*  Machines dispensing food or beverages  N/A  DISALLOWED  N/A  N/A  Assistant Vice Chancellor, Housing & Hospitality Services

Legal Services/Law Firms  Legal Services/Law Firms  REQUISITION REQUIRED  DISALLOWED  N/A  N/A  UCLA Vice Chancellor of Legal Affairs or UCOP Office of General Counsel  https://legalaffairs.ucla.edu/ https://www.ucop.edu/uc-legal/

Lasers, X-Ray and Safety Equipment  Laser Safety Office, Environmental Health & Safety  REQUISITION REQUIRED  DISALLOWED  N/A  N/A  Laser Safety Office, Environmental Health & Safety

Low-Voltage Wiring Projects*  Decorative, display, nonessential or non-functional items - (Exception for Dears & Vice Chancellors & above)  REQUISITION REQUIRED  DISALLOWED  N/A  N/A  Regents (and Vice Chancellors & above)