

**CMU BUSINESS CARD PROGRAM
HIGHLIGHTS OF SOME INAPPROPRIATE PURCHASES**

1. **Automotive Repairs**
 - Exception: General maintenance to University owned vehicles is allowed on the Business Card.
2. **Business Cards**
3. **Non-licensed CMU Trademark**
 - Exception: Items may be purchased with a CMU trademark on them only if the Vendor is approved by Public Relations. (Signature, Logo, etc.) For approved vendor list visit: <http://lrgusa.com/licensing/vendor-list/>
4. **Computers (PCs/Laptops including Tablets and iPads)**
 - Exception: Hand held PDA devices and replacement parts for computers can be purchased using your Business Card. Equipment such as printers and cameras may be purchased using your Business Card. Cardholders are responsible for calling Keturah Torres at (989) 774-6784 to request an asset tag for the new equipment purchased.
5. **Controlled Substances**
6. **Drugs/Pharmaceutical Items**
7. **Expenses related to signed agreements or contracts e.g. maintenance agreements.**
8. **Gasoline**
 - Exception: Gasoline may be purchased for CMU vehicles and rental cars.
9. **Gifts**
 - Exception: Gifts may be purchased for alumni and donors.
10. **Leases (Office space; vehicles)**
 - Exception: Storage units are acceptable, provided agreement has been signed by a CMU employee with appropriate contracting authority.**
11. **Non-Contracted Furniture, Furnishings, Carpeting**
12. **Purchase Involving Trade/Donation of University Property**
13. **Personal Items**
14. **Personnel and Independent Contractor Services**
15. **Postage Stamps**
 - Exception: Overnight Packages i.e. next day and 2nd day air
16. **Printing Services** (\$20,000 & under must be printed on campus)
17. **Radioactive Materials**
18. **Travel Expenses for fellow CMU Employees** (except airfare, conference fees or lodging **IF** the lodging is paid in full prior to the trip)
19. **Weapons, Ammunition**
20. **Software as part of an enterprise agreement with CMU** (Microsoft Office Suite, Microsoft Project, Adobe Creative Cloud, SPSS, Minitab, JMP, NVivo, SAS and ESRI)

Special Notes:

* Supply and Equipment charges have a single transaction limit of \$4,999.

** For contracting authority, contact Purchasing Services at (989) 774-3929.