

P-CARD Unauthorized and/or Restricted Item List

Part A identifies common items used at JLab that are *NOT AUTHORIZED* for purchase using a JLab P-Card. **Part B** identifies *RESTRICTED CONDITIONS* which must be met before purchasing certain common items with a JLab P-Card.

Please refer questions regarding Unauthorized or Restricted Items to JLab's P-Card Administrator, Dena Polyhronakis (dena@jlab.org) or (extension 7610).

PART A. UNAUTHORIZED USING JLAB'S P-CARD

APPLIANCES AND CONVENIENCE ITEMS

Includes, but not limited to microwave ovens, coffee makers, space heaters, water pitchers, vases, etc.

HAZARDOUS MATERIALS

Includes all chemicals, gases, and other Hazardous Items

EDUCATION AND/OR TRAINING RELATED

Includes course fees, books, conference fees, tuition assistance, registration fee, etc.

FREIGHT AND SHIPPING

Includes all outbound or inbound shipments excepting costs related to the shipment-return of the items purchased with the P-Card.

LASERS AND RELATED DEVICES

All lasers and any devices capable of emitting externally visible laser light, including laser pointers

LAND OR BUILDING ACQUISITION

Includes rental, lease or purchase of land, space or buildings. Buildings are defined as anything with a roof and a wall, including equipment storage and shed type buildings.

OFFICE EQUIPMENT/MACHINES COSTING \$300 OR MORE

Any office equipment including printers, label printers, fax machines, copiers, typewriters and scanners.

ANY SERVICE TO BE PERFORMED AT JLAB

Personal/temporary services, repair or other work which will be done on-site, labor, consulting, crane and rigging, facility repairs/painting, safe/lock maintenance, etc.

PDA'S WITH A PC CONNECTION

Includes Personal Digital Assistants which have the ability to connect to a computer

PERSONAL PROTECTIVE EQUIPMENT

Includes purchase or rental of safety clothing, footwear and eyewear

SPECIALTY PHOTOGRAPHIC EQUIPMENT REGARDLESS OF COST

Includes, but not limited to, Instant cameras, x-rays, surveillance equipment and Charged Couple Devices.

ALL TELEPHONE AND RELATED CHARGES

Includes, but not limited to all cellular, satellite, or wireless phones and any cost related to the use of such devices

PRECIOUS METALS AND LEAD

Includes any precious metal and/or cost of storage of precious metal. See JLab [Property Manual](#) for guidance

PRINTING

Includes business cards regardless of quantity, or copies in excess of 5,000 single pages or 25,000 pages total per job.

TRANSPORTATION RELATED ITEMS

Includes motor vehicle rental, repair, fuel, or maintenance; personal transportation including golf carts, bicycles, utility trailers, scooters, etc.

TRAVEL RELATED ITEMS

Includes airline tickets, fees or charges, lodging, transportation, meals or food costs, registration fees, phone or internet costs.

PART B. RESTRICTED USE OF P-CARDS

AUDIO VISUAL AND CONFERENCING

Prior written approval is required from the Computer Center Infrastructure Manager or designee.

COMPUTER HARDWARE AND SOFTWARE COSTING LESS THAN \$500

The item must be allowable according to the guidance provided on the Computer Center page <http://cc.jlab.org/services/pcard.html/>

JOB RELATED REFERENCE BOOKS

Reference books not associated with training or classes are allowable but must be registered with the library.

OFFICE FURNITURE AND FURNISHINGS

Prior written approval must be obtained from the Facilities Manager. Office furniture includes chairs, desks, file cabinets, bookshelves, and storage cabinets for administrative or technical use. Office furnishings include soft items such as carpet and drapes.

OFFICE SUPPLIES

The purchase of Office Supplies is restricted to urgent requirements, which means work would stop without the item. If the item is not required for a work stoppage, it cannot be purchased using your P-Card

MEMBERSHIP FEES

All professional organization memberships must have prior written approval as shown at https://mis.mis/apps/credit/doc/membership_slist.pdf.

TELECOMMUNICATION EQUIPMENT

Prior written approval is required from the Telecommunications Office.

GENERAL PURPOSE PHOTOGRAPHIC EQUIPMENT COSTING LESS THAN \$300

Includes video recorders/players, digital still cameras, video cameras or projectors (not used in surveillance work), video or digital media (cd's, dvd's).

ALL HAND TOOLS AND POWER TOOLS

Hand Tool and Power Tool purchases are allowed only if the purchase is required to mitigate or avoid an immediate safety risk OR the purchase is needed immediately to avoid a work stoppage and/or schedule delay that would have a negative impact on JLab property, work plan or schedule. ALL hand tool and power tool purchase must be supported by completing the [P-Card Policy Hand and Power Tool Exception](#) and attaching it to your submitted reconciliation documents.