**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).

1. **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. *Facilities Management cardholders are exempted from this Restriction*.

**Computer Monitors or Display Screens**

Includes computer monitors and televisions.

**Education and/or Training Related**

Includes tuition assistance, AND course fees, books, conference fees, registration fee, etc. which include travel costs.

**Freight and Shipping**

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

**Hazardous Materials**

Includes all chemicals, gases, and other Hazardous Items.

**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. Written approval from Facilities Management is required for any exception.

**Lasers and related devices**

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

**Lifting or Rigging Equipment of Any Type**

Includes hoisting and rigging gear such as: wire rope slings, synthetic web slings, shackles, webbing, rope, netting and related hardware. Also includes forklift attachments and below-the-hook lifting devices.

**Office Equipment/Machines**

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

**Personal Protective Equipment**

Includes purchase or rental of safety clothing, footwear, eyewear and any type of hearing protection.

**Precious Metals and Lead**

Includes purchase of lead or any precious metal and/or cost of storage of precious metal or lead.

**Printing**

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

**Scaffolds**

Includes all types of scaffolding equipment and materials.

**Service To Be Performed at JLab**

Personal/temporary services, repair or other work which will be done on-site i.e. labor, consulting, crane and rigging, facility repairs/painting, safe/lock maintenance, etc. *Facilities Management cardholders are exempted from this Restriction*.

**Specialty Photographic Equipment regardless of cost**

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

**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 Prior written approval is required from the IT Telecommunications Office for any exception.

**Transportation Related Items**

Includes motor vehicle rental, repair, fuel, or maintenance; personal transportation including golf carts, utility trailers, scooters, etc. *Facilities Management cardholders are exempted from this Restriction*.

**Travel Related Items**

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

1. **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 <https://cc.jlab.org/purchasing>

**Education and/or Training Related Costs**

Course fees, books, registration fees which DO NOT INVOLVE TRAVEL are allowed when accompanied by a completed JRT. *The JRT must be signed by JLab’s Training Department*

**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).

**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](http://www.jlab.org/div_dept/admin/business/pcard/PCard%20Policy%20Hand%20and%20Power%20Tool%20Exception.pdf) and attaching it to your submitted reconciliation documents.

*Facilities Management Cardholders are exempted from this Restriction*.

**Job Related Reference Books**

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

**Label Maker costing less than $300**

This includes devices used to produce labels for item identification or organization

**Ladders**

ALL ladders, including step-ladders must have the prior written approval of the EHS&Q Subject Matter Expert (SME)

**Membership Fees**

All professional organization memberships must have prior written approval as shown at <http://www.jlab.org/div_dept/admin/business/pcard/memlist.pdf>

**Office Furniture and Furnishings**

Prior written approval must be obtained from Facilities Management. 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. *Excluded from this restriction are chair mats, door mats, fatigue prevention mats, static prevention mats, whiteboard, corkboards, and small desk accessories*.