

## **P-CARD **Unauthorized** and **Restricted** Purchases List**

**Part A** identifies common items used at JLab that are **NOT AUTHORIZED** for purchase using a JLab Government P-Card.

**Part B** identifies **RESTRICTED CONDITIONS** which must be met before purchasing certain common items with a JLab Government P-Card.

And the prohibitions and restrictions listed below are not meant to be exhaustive. Refer to DOE Acquisition Guide for updates. See Chapter 13.301 Purchase Card Policy and Operating Procedures -

<https://www.energy.gov/management/articles/departement-energy-acquisition-guide>

Please refer questions regarding Unauthorized or Restricted Items to JLab's Government P-Card Coordinator (OPC), Brittany Dennis, [tolbert@jlab.org](mailto:tolbert@jlab.org), ext. 7284.

### **PART A. UNAUTHORIZED P-CARD PURCHASES**

- **APPLIANCES AND CONVENIENCE ITEMS:** Includes, but not limited to microwave ovens, coffee makers, space heaters, water pitchers, vases, etc. (*Facilities Management cardholders exempt from unallowed*)
- **CASH ADVANCES:** Includes money orders, transfers and traveler's checks.
- **COMPUTER HARDWARE, SOFTWARE AND NETWORKING EQUIPMENT:** Hardware includes computer monitors and televisions. Software includes Software as a service (SaaS) and "shrink wrap" license affixed to commercially available software.
- **EDUCATION AND/OR TRAINING RELATED TO TRAVEL:** Includes tuition assistance, AND course fees, books, conference fees, registration fee, etc. which include travel costs.
- **FABRICATIONS (ON-SITE OR OFF-SITE) WHICH INVOLVE CODE (ASME, AWS, ETC.) WELDING TO BE PERFORMED:** Contact Barbara Rice at ext. 7238 or Jenord Alston at ext. 5859 if questions.
- **FOOD, BEVERAGES, ENTERTAINMENT AND SEASONAL/OCCASIONS SUPPLIES:** Includes bottle water, crackers, snacks and candy. Events, parties, concerts, movie, shows and performances. Stationaries, holiday related items and decorations.
- **FREIGHT AND SHIPPING:** Includes all outbound or inbound shipments and messenger services. Only costs related to the shipment-return of items purchased with the P-Card are allowed.
- **GIFT CARDS:** All physical and digital prepaid debit cards, includes Amazon, Apple, American Express, Visa, Mastercard, Google Play, Retail and online store.
- **HAZARDOUS MATERIALS:** Includes all chemicals, gases, 3D printing materials, paints, adhesives, epoxy, and nanomaterials.
- **INSURANCE PREMIUMS:** To include anything insurance related.
- **KASPERSKY LAB:** All products and services.

## **PART A. UNAUTHORIZED P-CARD PURCHASES**

- **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.
- **PRODUCTS AVAILABLE FROM JLAB ECOMMERCE SUPPLY PROGRAM:** Includes office supplies, technology products, electronics, scientific equipment & lab materials, chemicals, industrial equipment, MRO & safety supplies, PPE, healthcare products. See all available punchout suppliers and custom catalogs, go to: <https://misportal.jlab.org/punchout/shop.jsf>
- **PURCHASES THAT...**
  - **ARE TASTE-SPECIFIC OR CHARACTER-CENTRIC BRANDS, LOGOS OR INSIGNIA**
  - **DELIVER TO ANY ADDRESS OTHER THAN JLAB SHIPPING AND RECEIVING**
  - **INCLUDE MERCHANT SURCHARGES:** Fees, up to 4%, that a retailer adds to the cost of a purchase when a customer uses a charge/credit card. Include in cost of item or service...need to know upfront. For approval purposes.
  - **REQUIRE CARDHOLDER ACCEPTANCE OF COMMERCIAL TERMS AND CONDITIONS:** Includes software license agreement, master services agreement and subscriber terms.
  - **REQUIRE SEPARATE DELIVERIES OR PERFORMANCE OF MULTIPLE TASKS WITH MULTIPLE INVOICES/PAYMENTS BEYOND ONE MONTH.** *(Please submit a purchase requisition to a Procurement Officer, exception – annual service plans and subscriptions. Subscription must be in the name of the organization or position title, not cardholder/employee name)*
  - **UTILIZE THIRD PARTY PAYMENT PROCESSORS:** Includes Square, PayPal, iBill and MyPay.
- **SCAFFOLDS:** Includes all types of scaffolding equipment and materials for purchase (on-site rentals are allowable).

## **PART A. UNAUTHORIZED P-CARD PURCHASES**

- **SERVICE TO BE PERFORMED AT JLAB:** Personal/temporary services, repair or other work which will be done on-site i.e. labor, office moves, consulting, crane and rigging, facility repairs/ painting, construction, alterations, carpet installation and safe/lock maintenance, etc. *(Facilities Management cardholders exempt from unallowed; however, service amount limit \$2,500 and construction limit \$2,000)*
- **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 lease and rental, repair, fuel, or maintenance – supplies and services, shuttle bus service, personal transportation including golf carts, utility trailers, scooters, etc. *(Facilities Management cardholders exempt from unallowed)*
- **TRAVEL RELATED ITEMS:** Includes airline tickets, fees or charges, lodging, transportation, meals or food costs, registration fees, phone or internet costs.

## **PART B. RESTRICTED P-CARD PURCHASES**

- **AUDIO VISUAL AND CONFERENCING:** Prior written approval is required from the Computer Center Infrastructure Manager or designee.
- **EDUCATION AND/OR TRAINING RELATED COSTS:** Course fees, books, registration fees which DO NOT INVOLVE TRAVEL are allowed when accompanied by a completed JRT (*JRT must be signed by JLab's Training Department*).
- **GENERAL PURPOSE PHOTOGRAPHIC EQUIPMENT COSTING MORE THAN \$300 MUST BE ORDERED THROUGH PROCUREMENT. PURCHASES LESS THAN OR EQUAL TO \$300 ARE ALLOWABLE ON P-CARD:** Includes video recorders/players, digital still cameras, video cameras or projectors (not used in surveillance work), video or digital media (CDs, DVDs).
- **HAND AND POWER TOOLS:** Hand 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 and power tool purchase must be supported by completing the [P-Card Policy Exception for the Purchase of Hand/Power Tool](#) and attaching it to your submitted reconciliation documents (*Facilities Management Cardholders exempt from 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 MORE THAN \$300 MUST BE ORDER THROUGH PROCUREMENT. PURCHASES LESS THAN OR EQUAL TO \$300 ARE ALLOWABLE ON P-CARD:** This includes devices used to produce labels for item identification or organization.
- **LADDERS:** All ladders, including step-ladders must have the prior written approval from the Environment, Safety, Health and Quality subject matter expert.
- **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](http://www.jlab.org/div_dept/admin/business/pcard/memlist.pdf)
- **OFFICE FURNITURE AND FURNISHINGS:** Prior written approval must be obtained from 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 (*Excluded from this restriction are chair mats, door mats, fatigue prevention mats, and static prevention mats, whiteboard, corkboards, and small desk accessories*).