

Restricted Item	Purchasing Instructions
Agreements or Contracts provided by the Supplier/Merchant requiring a District Signature	Complete a Requisition Form or Banner on-line Requisition
On-Site Construction, Building alteration, demolition or repairs	Contact M&O and/or Facilities/Bond Programs and Operations Departments
Services - including labor charges, personal or professional services, consulting or clerical services	Contact Human Resources Services. Complete a Contract for Services.
Information technology related items: Computers, Computer peripherals and Computer related items; Printers; Software licenses; Telecommunications Equipment (phones, phone related items); Web Based Subscriptions & Services, ASP's	Contact ITS. Contact Mike Seaton (Chabot College), Heidi Ulrich (Las Positas College) or Annie Harris, (District Office)
Controlled Substances including narcotic and non-narcotic drugs	Never allowable
Cigarettes, tobacco products or alcohol	Never allowable
Transactions with Employees as the Vendor	Not allowable. Employees or their companies may not be vendors
Purchases shipped to Employees home or other location other than campus or District's address	Never allowable
Inventory Equipment Assets – An equipment Asset is any piece of equipment, which costs \$5,000 or more. In determining the \$5,000 dollar level the cost of taxes and shipping and related costs are included.	Complete a Requisition Form or Banner on-line Requisition. Fixed Asset
Equipment Rental /Lease in excess of 30 days	Complete a Requisition Form or Banner on-line Requisition
Equipment Repairs on personally owned equipment.	Never allowable
Explosives, Firearms and Ammunition	Never allowable
Postage stamps and meters	Contact Mail Rooms on each campus or District Office
Outside Copying Printing (containing logo for departmental letterhead, business cards, envelopes, etc)	Contact campus print and copy centers. Consider bidding and buying printing as best practice, contact Victoria Lamica (x5233)
Cash advances or cash refunds	Not allowable
Auto fuel, Auto repair (Fuel for Travel Rental Vehicle is allowable)	Not allowable
Items on established Open Orders, including STAPLES	Not allowable
Gifts (flowers, balloons), gift cards, awards	Not allowable
Real Estate Rental agreements or Lease agreements	Contact Vice Chancellors of Facilities/Bond Programs and Operations and/or Business Services
Third party financed transactions/ Capital Leases	Complete a Requisition Form or Banner on-line Requisition
Recurring Charges, Not allowable Charges where the Cardholder has allowed the vendor to keep the card number on file.	Charges may be charged even after a Cardholder's account is closed. The only true way to be sure no one can use a credit card again is to have the bank purge the account. Most 'purges' are scheduled only for a specific day each month. Recurring charges may be cancelled by Cardholders calling the vendors.

Initial Acceptance _____