

Buying Manual

Subject: PCard
Title: Prohibited Transactions
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Prohibited Transactions

Certain transactions are prohibited on procurement cards because the good or service requires additional review for reasons of tax, insurance, a contract or other regulatory issues. Prohibited transactions may result in suspension or revocation of the procurement card, or other disciplinary action.

♦ **Note:** If paying for services, consult the “Purchases with Special Procedures: Paying for Services” section of this manual.

Animals	Live vertebrates require pre-transaction review per University Policy 1.4, Care and Use of Animals in Teaching and Research .
Architectural and Engineering Services	In accordance with Cornell policy, authority for these transactions requires the additional review of the University Architect.
Audit Services	In accordance with Cornell policy, authority for this transaction requires the additional review of the University Auditor
Capital Assets	The purchase of capital assets require recording in the capital assets system per University Policy 3.9, Capital Assets .
Cash Advances	Cash advances of university funds require pre-transaction review per University Policy 3.2, University Travel .
Catering	Catering (i.e., where the vendor prepares, sets up, serves or cleans up food on Cornell controlled property, including both facilities owned by Cornell and facilities that may be rented or leased and only under Cornell's control for the period of the event) may not be paid via individual pcard. Caterers require the issuance of a contract and proof of insurance. In some instances the FTC/BSC, may pay for catering services on a BSC procurement card. See Section 700 of this Buying Manual for further details.
Conflict of Interest, Vendor	Purchases from vendors where a potential conflict of interest exists require pre-transaction review, per University Conflicts Policy .
Cornell Unallowable Goods/Services	Purchases identified as Cornell unallowable in University Policy 3.14, Business Expenses , are not allowed, regardless of the source of funds or mode of payment.
Deposits/Partial Payments	Do not make partial payments where the total value of the purchase exceeds your procurement card transaction limit.

Prohibited Transactions, <i>continued</i>	
Employees	Per IRS tax guidelines, you may not pay: 1. a current employee via pcard 2. an individual who has been employed by Cornell at any time in the current calendar year via pcard
e-SHOP Enabled Vendors	Do not use your pcard to purchase from a vendor that is available in e-SHOP.
Gifts Cards/Certificates	Gifts cards and /or certificates are generally classified as taxable income by the IRS and may not be purchased with a procurement card. Contact your FTC/BSC for guidance.
Insurance	You may not pay for insurance premiums, co-payments, deductibles, or services with your procurement card. For information on purchasing insurance, please contact Risk Management and Insurance.
Investment Services	In accordance with Cornell policy, authority for these transactions requires the additional review of the university's Investment Office.
Legal Services	In accordance with Cornell policy, authority for these transactions requires the additional review of the Office of University's Counsel.
Medical Services	Due to tax reporting requirements, medical services (i.e., physician, surgeon, ophthalmologist, etc.) may not be paid via pcard.
Non-Preferred Suppliers	Do not use the pcard to purchase goods and services from a non-Preferred Supplier, where the good or service is available from a Preferred Supplier.
Personal Expenses	Do not purchase any good or service that is primarily for personal use. Use of this card for personal expenses is governed by University Policy 3.6, Financial Irregularities . Using the card in this manner with the intention of reimbursing Cornell is NOT an acceptable practice. Caution: Many items lend themselves to personal use, such as magazines and newspaper subscriptions. It is the cardholder's responsibility to provide documentation to support that the purchase of an item that lends itself to personal use is essential to fulfilling his or her job responsibilities.
Pest Control	These services must be coordinated with the customer service center in the Department of Facilities Management, due to the potential use of pesticides. Contact your local building coordinator.
Radioactive Materials	Environmental Health & Safety must approve all requests for radioactive materials prior to an order being placed with a vendor. See the "Radiation Safety Manual" for further information on purchasing radioactive material.

Prohibited Transactions, <i>continued</i>	
Real Estate Services, Purchase, Rental, etc.	In accordance with Cornell policy, authority for these transactions requires the additional review of the university's Real Estate Office.
Security Systems, Building	Building security systems must be coordinated through the Cornell Police, and must not be purchased with a procurement card.
Services Performed on University Property	<p>Nearly all services, regardless of where they are performed, require both a contract and verification that the vendor meets the university's insurance requirements. Therefore, pcard holders may not pay for services being performed on university owned or controlled property, except those services that are being performed by a vendor who has signed a university contract and whose services are not already specifically prohibited.</p> <p>Services that are typically performed on university property and for whom we have a contracted vendor, which may be paid via pcard, include: Audio Video installation, Copying, Copier repair and maintenance, Document destruction (shredding), , Express mail and package delivery, Photography, Videography, Gas/cylinder delivery, Waste management/removal.</p> <p>Contracted vendors performing the services listed above may be found on Procurement Services' web site at http://www.dfa.cornell.edu/procurement/supplierlist/suppliers.cfm.</p> <p>Contact your FTC/BSC to discuss the appropriate payment for any other service PRIOR to engaging the service provider.</p>
Travel-Related Expenses	<p>Any travel-related purchase or rental is prohibited (e.g., hotel, motel, airline, train, bus, taxi, limousine, or cruise fare; car or boat rental; gasoline; road tolls of any kind; travel agency purchase; parking lot fees). Certain travel-related merchants have been blocked from accepting procurement cards.</p> <p>Note:</p> <ol style="list-style-type: none"> 1. Conference registration fees may be charged to your procurement card if the fee does not exceed your transaction limit. 2. Special exceptions have been granted to FTC/BSCs. If you are planning a group or visitor travel, contact your FTC/BSC.
Travel Meals	You may not charge meals to your procurement card while you are traveling for the university if that travel includes an overnight stay.