



PROHIBITED PURCHASES for the Ames Laboratory Purchase Card (section 11.0 of the Ames Laboratory Purchase Card Policy revision 2)

The following items and services are not allowed to be purchased on the Ames Laboratory p-card because they 1) are unallowable per the Contract, 2) prohibited by the Department of Energy Policy and Operating Procedures for Use of the GSA SmartPay2 Purchase Card, August 2012 Update; and/or 3) prohibited via Ames Laboratory policy.

Following is a list of items that have been determined to be prohibited:

Equipment

- Computing Devices (e.g. desktop, laptop, tablets, thin clients, mini-PCs)
- Servers
- Copiers
- Monitors
- Printers
- Fax Machines
- Scanners
- Software requiring a negotiated license agreement between DOE and the contractor (includes “shrink wrap” license affixed to commercially available software)
- Telecommunications equipment
- USB Flash Memory

Services

- Any service requiring a signed contract
- Advertising (unless approved by the Accounting Manager)
- Construction Services & Repair of Facilities
- Janitorial services
- Personnel services (manpower)
- Printing or copying services, reprints
- Telecommunications, telephone services (unless authorized by the A/OPC or Purchasing Manager)
- Professional Services (i.e. architect, computer programmer)
- Repair Services or Technical Services greater than \$500 (unless authorized by the A/OPC or Purchasing Manager)

Personal Items, Office Conveniences and Gifts

- Books/publications not directly related to job
- Business cards and letterhead
- Office decorations; (e.g. plants, pictures or other decorations)
- Office conveniences (e.g. refrigerators, microwaves, coffee pots)
- Furniture (unless approved by the A/OPC or Purchasing Manager)
- Cards, flowers or gifts for departing or hospitalized employees

Travel Expenses

- Food such as meals, drinks, or other travel related subsistence costs
- Hotel/Lodging
- Travel to include airline, bus, train, or other travel related tickets (unless authorized by the A/OPC or the Purchasing Manager)

- Vehicle expenses (personal or rental), including repairs, gasoline or oil, including the purchase of supplies or services for GSA fleet.

Quality Restricted Items and Hazardous Materials

- Gases, including liquid form (cylinders, dewars, and lecture bottles)
- Chemicals used for research (e.g. chemicals from companies like Sigma-Aldrich, Fisher Scientific, Alfa-Aesar, and VWR should be placed on a Purchase Order) unless authorized by the A/OPC
- Pyrophoric or explosive materials
- Precious Metals in all forms (including wire, sheet, rod, and powder)
- Quality significant items as further explained below (see Definitions section 6.20)
 - a. Radioactive and hazardous materials
 - b. Non-UL or CSA-listed electrical equipment/devices
 - c. HEPA filters, fire extinguishers and first-aid kits
 - d. Ionizing/non-ionizing radiation devices such as x-ray, laser, microwave or other radio frequency generation equipment
 - e. Explosives
 - f. Controlled substances
 - g. Nanoscale materials (engineered and in an unbound state)
 - h. Biological materials (pathogenic to humans, plants, animals)

Other

- Cash advances, money orders, convenience checks, and gift certificates
- Convenience fees or merchant fees for processing orders
- Personal clothing or footwear except uniforms and safety shoes
- Registration fees; fees for registrations outside the local area that would require a travel authorization cannot be purchased by anyone other than Purchasing and Property Services personnel following receipt of the appropriate signed authorization (fees for on-line, local classes at ISU or in Ames are allowed)
- Rental or lease of land or buildings
- Subscriptions/memberships not preapproved by the Chief Operations Officer (Appendix 7)
- Any costs expressly stated as unallowable per the Contract.
- See Section 24 "Prohibitions and Restrictions" of [DOE Guidelines](#).
- **Purchases that utilize third party payment merchants such as PayPal and MyPay are prohibited except with written approval of the A/OPC. The Cardholder must make every attempt to choose another merchant from which to procure the goods and /or services. If it remains necessary to procure using a third party payment merchant, the AO must ensure there is adequate supporting documentation showing that there was a detailed review of the purchase and that the use of the third party payment merchant was unavoidable. This documentation shall be forwarded to the A/OPC for approval of the third party payment merchant transaction. Note that transactions made with third-party payment merchants are considered high-risk transactions for both subsequent audit and data mining screening.**