

The following list is also located on the back of the Employee Agreement Form.

The Purchasing Card SHALL NOT BE USED for the following:

- Personal purchases or identification
- Items set up under an existing Blanket Purchase Order
- Personal vehicle gas and use
- A single purchase that exceeds the standard limit established for your division
- In-state gasoline purchases for DOA, Motor Fleet Management owned vehicles
- Telephone calls or monthly service with the exception of Internet Service for remote locations that do **NOT** have access to a DENR server. This **MUST** be pre-approved through DPS.
- **Contractual services including yearly Maintenance Agreements**
- **Weapons – unless prior approval is given and documented by DPS**
- Capital Improvements
- Purchase of signs or signage
- Back Orders
- Monthly rental services
- Monthly utility charges
- **Services covered under the existing formal or informal construction contract process**
- Items falling under the Merchant Category Codes Blocking List Exclusions from State use **Some** of these include:
 - Cash Advances, Purchase of Alcoholic Beverages, Entertainment Expenses and Money Orders/Wire Transfers
- State Term Contracts listed below:
 - 204A – Desktops and Laptops
 - 204D –Printers (including All-in-One units – printer/fax/scanner/copier)
 - 269A – Drugs and Medicine
 - 271A – Birth Control Items
 - 271B – Intravenous Administration Sets and Solutions
 - 271C – Influenza Vaccine
 - 345B – Prescription Safety Spectacles
 - 405G – Motor Fleet Gas Credit Card
 - 420 (All) and 425 (All) – Furniture, Filing and Storage Cabinets
 - 475F – Syringes and Needles
 - 475H – Blood Collection Tubes and Needles
 - 680A – Ammunition
 - 725A-725G – Digital Telephone Systems and Two Way Radios
 - 915A & B – Cellular Telephone and Paging Service (with equipment)
 - 966A – Business Cards

A cardholder who makes unauthorized purchases or carelessly uses the Purchasing Card will be held personally liable for the total dollar amount of these transactions plus any administrative fees charged by the Contractor in connection with the misuse. The cardholder will also be subject to disciplinary action that may include dismissal.

If there are any questions regarding the above list or a Purchasing Card purchase, please call the Division of Purchase and Services, Lynn Lee at 919-715-3893 or Angie Asbell at 919-715-8852.