

Special Inventory Items

The following items may **NOT** be purchased with the procurement card:

A. Equipment with a cost of \$1000 or More

B. EXCEPTIONS to the \$1000 rule (Can NOT be purchased on p-card):

1. WEAPONS
2. CAMERAS and CAMERA EQUIPMENT WITH A COST OF **\$250 or More**
3. TWO WAY RADIO EQUIPMENT
4. TELEVISIONS WITH A COST OF **\$250 or More**
5. LAWN MAINTENANCE EQUIPMENT
6. CELLULAR TELEPHONES
7. MAJOR COMPUTER COMPONENTS:
 - o PRINTERS AND MULTI-PURPOSE MACHINES WITH A COST OF **\$250 or More**
 - o HARD DRIVES **\$250 or More**
 - o CPU's
8. CHAIN SAWS
9. AIR COMPRESSORS
10. WELDING MACHINES
11. GENERATORS
12. MOTORIZED VEHICLES

C. Former Exception Items Now Only Subject to the \$1000 Rule (if less than \$1000 you may use p-card):

1. RECORDERS
2. IPODs
3. MP3 PLAYERS
4. TYPEWRITERS
5. APPLIANCES (AIR CONDITIONERS, REFRIGERATORS, MICROWAVES, ETC...)
6. VCR'S
7. STERLING SILVER
8. SCANNERS
9. DICTATING EQUIPMENT
10. ANTIQUES
11. MODEMS

The preceding list is general and subject to change. If you have any questions about whether an item would be considered a special inventory item, please contact Becky Holder in Purchasing or Property Accounting.