

Exhibit B: Restricted Purchases

Waivers will be approved dependent on account funding and situation.

Computer Software, Licenses and Maintenance *

Food (Groceries, Meals, etc.), with AP-12**

Foreign Vendors***

Memberships or Dues (waiver not required if combined with event registration),

Refreshments, with AP-12**

Recreational Events (Sea World, Six Flags, Movies, etc.)

Office Supplies (Paper, Pens, etc. no waiver needed while in travel status) **Plants,**

Flowers (Gifts, Decoration, artificial plants, and flowers), with AP-12**

*All computer software and license, including Software as a Service (SAS), purchases must go through IT Business services, ITBusiness@txstate.edu or 245-2447. If IT Business Services determines that the product can only be purchased via a P-Card, they will approve the waiver before it is submitted to the Office of Procurement and Strategic Sourcing. Visit <https://doit.txstate.edu/services/software-license.html> for guidelines in purchasing software and licenses.

Any software that is purchased using the P-Card that has not been approved by IT Business Services and the Office of Procurement and Strategic Sourcing will be subject to the cancellation of P-Card privileges.

*All technology related items must go through ITAC. If ITAC determines that the product can only be purchased via a P-Card, they will approve the waiver before it is submitted to the Office of Procurement and Strategic Sourcing.

****Awards, Flowers, Food or Refreshments purchases must be documented with the names of attendees, recipients, purpose of event/purchase, date and time of event, invitations, RSVP's, etc.**

***Payments to foreign vendors may have tax implications and must have the approval of the Director of Payroll and Tax Compliance. Purchases from foreign vendors are subject to requiring a W8-BEN-E. The tax compliance office will determine if the form is required prior to the purchase.