

C.1.5.3 (Procedure) Procurement Card Purchases

Responsible Department: Vice Chancellor for Finance and Administration

Based on Board Policy: [C.1.5](#) - Purchasing and Contract Administration

Approved: 9-17-13

Last Amended:

Introduction

We all share in the duty to be guardians of Alamo Colleges' dollars. One way to meet the goals of increasing value and reducing risks is to have Alamo Colleges' officials, employees, and suppliers come together and work under an acquisition process that is consistent, fair and effective.

The Purchasing Card Procedures were developed for this purpose. The information provided here is intended to guide your efforts in the acquisition process such that your purchase is accomplished in accordance with Alamo Colleges' Policies and the laws of the State of Texas.

These Procedures are written to include the needs of a broad audience, including employees, officials and suppliers. This guide will benefit those individuals participating in the acquisition process for commodities or services when using the Purchasing Card. The [C.1.5](#) (Policy) Purchasing and Acquisitions must be followed when using the PCARD.

Please consider this information as your introduction to the essentials needed for purchasing goods and services using the Purchasing Card. It is intended to reflect current methods and will be updated as new business practices are adopted. If you have any questions not answered here, please call or visit the Alamo Colleges Purchasing and Contract Administration Department.

General Terms and Conditions

Purchasing Card Administration

In an attempt to lower the cost in making purchases, the Purchasing and Contract Administration Department has developed a procurement card (PCARD) for use by departments and offices. The intent of the PCARD is to enable departments and offices to expedite approved purchases for official Alamo Colleges' business. Employees who have a Purchasing Card (Cardholder) may make a purchase within the limits set out in this procedure and receive goods or services at any time.

The Purchasing Card is issued to the Cardholder after a completed application and training process. The card is granted purchasing privileges by the Purchasing and Contract Administration Department based on specific dollar thresholds per transaction and per month; and the specific commodities or services identified in the Purchasing Card Application.

The Purchasing and Contract Administration Department, through the PCARD Administrator, is responsible for the overall administration of the Purchasing Card Program and thereby grants approval and or termination of card privileges.

Additionally, the Purchasing and Contract Administration Department administers the program in accordance with the following:

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- Card is issued in an employee's name. Only the employee whose name is on the card may make purchases on and sign receipts for expenditures on the card.
 - Card is issued by the Purchasing and Contract Administration Department only after the Card Application has been completed, signed and approved.
 - Card may be used for purchases which are not on the Restricted List in Attachment Four.
 - Card must be used for Alamo Colleges' official business only. The wording, "Official Use Only" is imprinted on the card.

Upon transfer to another department or termination of employment, PCARD Administrator must be notified immediately. The PCARD must be destroyed and disposed of properly immediately upon providing notice to terminate employment.

Purchase Threshold Limits

The Purchasing Card Application must include the purchase threshold limits for both the single purchase and monthly total. These purchase threshold limits will be loaded onto the card enabling the Cardholder to make purchases up to the approved limits. There are no minimum amounts but purchases shall not exceed the approved threshold limits without the approval of the Cardholder's Approver and PCARD Administrator. The amounts requested for the single purchase and monthly limits shall not exceed \$2,500 per purchase and \$10,000 per month respectively. The [PCARD Application](#) or [PCARD Modification Form](#) (for existing cards) may be used to request purchase thresholds that are less than the maximum amounts shown here.

Purchasing Travel Related Services

The Purchasing Card can be used to purchase travel related services and is recommended for those who purchase overnight travel more than three times a year, or purchase student travel related services. The card may be used for purchasing airfare, hotel reservations, or other travel related expenses. The PCARD is issued without travel privileges unless requested on the PCARD Application. For existing PCARDS, please request approval using the Purchasing Card Modification Form. The Travel Policy [C.2.9](#) and Procedure [C.2.9.1](#) must be followed whether or not the PCARD is used.

Restricted Commodities or Services

The Cardholder may use the card to purchase commodities or services except for those shown on the Restricted List in Attachment Four. **The items shown are not to be purchased using the PCARD without prior authorization by the Approver, Budget Manager, and the Purchasing Card Administrator.** The list is not representative of all restrictions and may be changed without notice. Items such as Capitalized Assets, Controlled Assets or High Risk items, i.e. cameras, iPads, Ipods, Laptops are restricted in accordance with the Inventory Procedures

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[C.2.7.4](#). It is recommended that the Cardholder contact the Purchasing Card Administrator to ensure compliance.

Sales Tax or Hotel Occupancy Tax

Alamo Colleges is tax exempt from Texas State Sales Tax and Texas Hotel Occupancy Tax. Cardholders are to use the [Texas State Sales Tax](#) and [Texas Hotel Occupancy Tax](#) forms as they apply. The Cardholder is responsible for ensuring that these taxes are not charged. In the event you are billed for these taxes, please follow the steps outlined in the Returns, Credits, or Disputed Charges section of this Procedure.

Security of the Purchasing Card

The Cardholder is responsible for the security of the Purchasing Card. At a minimum, this card shall be treated with the same level of care as the Cardholder would use with his/her own personal credit cards and should be maintained in a secure location. The only individual authorized to use the card is the employee whose name appears on the card.

Cardholder Liability

The Purchasing Card is a corporate charge card which will not affect the Cardholder's personal credit; however, it is the Cardholder's responsibility to ensure that the card is used for official Alamo Colleges business purposes only.

Obtaining a Purchasing Card

The Cardholder's Budget Manager, Supervisor, and Vice President of College Services shall approve the PCARD Application. District Support Organization Cardholders shall seek approval from the Budget Manager, Supervisor, and the Associate Vice Chancellor or Vice Chancellor. For the purposes of approving a PCARD Application under this Procedure, the Budget Manager is one who is responsible for authorizing and approving transactions for the Cardholder's fund, organization, accounts, and program (FOAP). Please reference the Attachment One for a flowchart highlighting the PCARD Application Process. Obtaining a PCARD includes the following steps:

- Identify the funding source and the purchase thresholds you are requesting for both the single transaction and monthly amounts not to exceed \$2,500 for single purchase limit and \$10,000 monthly purchase limit. The PCARD is issued with access privileges enabling purchases of a wide range of commodities or services and with default purchase limits of \$250 single, and \$750 monthly.

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- Obtain signatures from the Supervisor, Budget Manager, and Vice President of College Services. Employees not employed by a specific campus are to obtain approvals from 1.) Supervisor, Budget Manager and 2.) Associate Vice Chancellor or Vice Chancellor.
 - Submit the signed PCARD Application and agreement to the Purchasing Card Administrator. Purchasing Card Administrator will notify the Cardholder when required training is available and how to access the training material. Processing normally takes 2 weeks.
 - Complete the mandatory training offered by the Purchasing Card Administrator.
 - Contact the Purchasing Card Administrator for card pickup and to review and sign the Terms and Agreement. A valid photo ID will be required to pick up the card.
 - Sign the Purchasing Card in the presence of the Purchasing Card Administrator.
 - Contact the banking services provider to activate the Purchasing Card as described on the front of the card.

Training

- The Cardholder and the Approver must complete mandatory training prior to Purchasing Card issuance.
- The Reconciler (if not the same person as the Cardholder) must complete training.
- Trainees must bring their Alamo Colleges photo identification to the training.
- Additional training will be required when requesting the purchase of travel related services using the Purchasing Card.

Modifying Purchasing Card Privileges

Each card is issued with purchasing privileges based on the funding, and commodities and services approved on the Purchasing Card Application. The Cardholder may request that purchase privileges be modified after the card is issued. For Cardholders requiring temporary or permanent changes to the purchasing privileges, the completed and approved Purchasing Card Modification Form is required. This form is necessary for requesting changes in card privileges such as purchasing travel related services, increasing or decreasing dollar thresholds, adding or deleting access to commodities or services, or changing the FOAP. Modifying card privileges, including enacting more restrictive purchase thresholds, can be accomplished by completing the PCARD Modification Form and submitting it to the Purchasing Card Administrator.

Making a Purchase

Cardholders are permitted to purchase commodities or services necessary for official business of Alamo Colleges. It is good business practice to seek competition when possible; use existing contracts; and seek the lowest prices within the parameters of quality and delivery. The

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Purchasing and Contract Administration Department has established competitive contracts from suppliers and will assist in making your purchase as necessary.

Commodities or Services

- Determine if the purchase is an acceptable use of the card; is within the purchase limits; and the purchase amount is provided for in the current budget.
- Contact multiple vendors for best pricing.
- Consolidate purchases to the extent possible.
- Make the purchase and retain original, itemized receipt and card slip to reconcile with the monthly Expense Report.
- Request that the vendor not keep the Purchasing Card information on file.
- Direct the vendor to include the following information on the shipping label and packing list:
 - a. Cardholder name and telephone number;
 - b. Complete delivery address; and
 - c. The vendor phone number.

Purchase Travel Related Services

It is the Cardholder's responsibility to obtain all travel authorizations and make travel related purchases in accordance with the Travel Policy [C.2.9](#), and Procedure [C.2.9.1](#) before purchasing airfare, hotel, or other travel related services using the PCARD. Once approved, the Cardholder may utilize the PCARD to purchase travel related services. Budget Managers are responsible for verifying the cost of travel related purchases do not exceed the current budget. Budget Managers must have their supervisor's approval for their work related travel.

Please use the Alamo Colleges Tax Exempt Form or the Texas Hotel Occupancy Tax Exemption Certificate for overnight lodging. The Cardholder is responsible for ensuring that these taxes are not charged. In the event you are billed for these taxes, please follow the steps outlined in the Returns, Credits, or Disputed Charges section of this Procedure.

Making a purchase of travel related services includes the following steps:

1. In advance, determine if the transaction is an acceptable use of the card; if it is within the purchase limits; and if PCARD allows for the purchase of travel related services.
2. Identify and mark all receipts as travel receipts.
3. The following travel related documentation must be retained and reconciled to the Expense Report:
 - Travel Expense Report
 - Approved Travel Authorization Form
 - Itemized Sales Receipts
 - Credit Receipts for Returns
 - Credit Card Slips (if any)

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4. All charges must be reconciled using the Travel Expense Statement (TES) within 10 business days from the date the Cardholder returns. After TES is complete, forward all receipts and Expense Report to the Reconciler. After 30 days, any charges that are not reconciled may be subject to payroll withholding.

Purchase Travel Related Services with Students

All PCARD purchases related to student travel (airfare, lodging, vehicle rental, parking, etc.) for both students and employees shall be made in accordance with the Travel Policy [C.2.9](#), and Procedure [C.2.9.1](#)

Expense Reporting

Documentation

The following documentation must be retained to reconcile the Expense Report:

- Itemized Sales Receipts
- Purchasing Card receipts
- Other pertinent documents related to the purchase such as the authorization for travel and/or refreshment purchases.

Cardholder/Reconciler

In some departments the Cardholder is also the Reconciler. In other areas, someone is designated as the Reconciler and may reconcile several cards. The Cardholder/Reconciler is responsible for reconciling purchases to the Expense Report from the bank. The Cardholder will receive transactions of their account (Expense Report) online via Global Card Management System (GCMS). At the end of each month (card payment billing cycle), the Cardholder/Reconciler will reconcile the transactions including assigning the correct account (FOAP) to be charged to each transaction using the GCMS. This reconciliation must occur immediately at the end of the monthly billing cycle to create the online Expense Report.

View the purchases provided by the GCMS Expense Report and validate the following items:

- a. Transaction Date
- b. Vendor Name
- c. Description of Purchase
- d. Transaction Amount
- e. FOAP(s) to be charged
- f. Business Justification
- g. Fraudulent/ Disputed or Credit transactions shall be reconciled like other transactions to ensure proper accounting
- h. Name of Person who Reconciled Expense Report and date

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The Cardholder/Reconciler is to attach an electronic copy (using the PDF format) of the purchase receipts and supporting documentation including any authorization for refreshment or travel related purchases to the electronic Expense Report within three (3) business days of the end of the billing cycle. The GCMS will send notice to the Approver that the purchases are ready for review and electronic approval utilizing the GCMS.

Approver

Within two business days from receiving notices that the electronic Expense Report is ready for review and approval, the Approver signs on to the GCMS to electronically approve the purchases on the Expense Report. The Approver applies a check mark in the appropriate box indicating approval for each purchase identified on the electronic Expense Report. The Approver will return the information to the Cardholder when corrections are necessary.

Billing and Payment

The Purchasing Card Expense Report and supporting documentation will be kept by the Cardholder in paper format and must be provided upon request from the Purchasing Card Administrator. The Purchasing Card Administrator reviews the documentation for accuracy and compliance.

Returns, Credits, or Disputed Charges

Should a problem arise with a purchase, every attempt shall be made by the Cardholder to first resolve the issue directly with the supplier. The Cardholder is to review the Expense Report to ensure the account is properly credited for returns, credits, and disputed charges. The returned, credited, or disputed item shall be noted on the Expense Report as follows:

- Returns: If a Cardholder needs to return an item, contact the supplier and obtain instructions for return. Note that some suppliers may charge a restocking or handling fee for returns.
- All returns should be indicated on the Expense Report and supported by the vendor's return receipt.
- Credits: If an item is accepted as a return by the supplier or a reduction in the cost is allowed, a credit for this item should appear on the following month's Expense Report. All credits should be indicated on the Expense Report and supported by a credit receipt.
- Disputed Charges: If a Cardholder finds a discrepancy on an Expense Report, the Cardholder should contact the supplier immediately and attempt to resolve the problem directly. All disputed items should be indicated on the Expense Report. Examples: items not delivered, sales tax charged inappropriately, duplicate charges, etc.

If a Cardholder cannot resolve a disputed item directly with the vendor, the Cardholder should use the [Transaction Dispute Form](#). The Cardholder can dispute a transaction by submitting the form to the banking services provider and specifying the reason for the dispute and the amount

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disputed. At the end of each month (card payment billing cycle), the Cardholder will reconcile the transactions and assign the correct account (FOAP) to be charged to each transaction. If the Cardholder suspects that a charge is fraudulent, call the banking services provider immediately at 1-800-248-4553. Call the Purchasing Card Administrator at 210-485-0100 and send an email to dst-pcard@alamo.edu so that the card can be immediately blocked. **Please note Fraud in the subject line and send high priority.**

Roles and Responsibilities

Cardholder

The Cardholder is authorized to utilize the Purchasing Card for purchasing commodities and services. Before receiving a PCARD, the Cardholder must submit a completed and approved Purchasing Card Application and successfully complete training provided by the Purchasing Card Administrator; and agrees to perform the duties required for the Cardholder Expense Reporting in this Procedure. Additionally, the Cardholder must adhere and agree to the following:

- Ensure the Purchasing Card is used in accordance with policies and procedures for legitimate business purposes only.
- Maintain the Purchasing Card data in a secure location at all times and not allow anyone else to use it.
- Adhere to the purchase limits and restrictions of the Purchasing Card and ensure the total transaction amount of any single transaction does not exceed the purchasing threshold approved for your card unless prior authorization was given by the Budget Manager and the Purchasing Card Administrator.
- Complete the Expense Report itemizing commodities and services.
- Obtain all sales slips, register receipts and Purchasing Card slips to complete an accurate Expense Report and provide them to the Reconciler and Approver for approval and allocation of purchase expenses by established due dates.
- Attempt to resolve disputes or billing errors directly with the vendor and submit a Transaction Dispute Form to the banking services provider if the dispute or billing error is not satisfactorily resolved and notify the Purchasing Card Administrator at dst-pcard@alamo.edu.
- Ensure that an appropriate credit for the reported disputed item or billing error appears on a subsequent Expense Report(s). No later than 60 days (2 bill cycles.)
- Ensure that Texas State Sales Tax or Texas Hotel Occupancy Tax has not been charged.
- Credits are placed back on the Purchasing Card that originally made the purchase. Cash reimbursements will not be accepted as a credit payment.
- Report a lost or stolen Purchasing Card to the banking services provider immediately by calling 1-800-248-4553. Notify the Reconciler/Approver and Purchasing Card Administrator as soon as possible or no later than the next business day.

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- Contact the PCARD Administrator to cancel and return your PCARD prior to terminating employment with Alamo Colleges or transferring between departments.
 - Contact the Approver and Purchasing Card Administrator if a vendor does not accept the Purchasing Card.
 - Report emergency requests to the Reconciler and Approver during normal business hours.
 - Validate that the commodities or services were received.

Reconciler

In the event that the Cardholder is not the Reconciler, the duties and responsibilities of Cardholder Expense Reporting may be assigned to another employee. If a Cardholder is not a Reconciler, then the Cardholder and the Reconciler must review and submit the Expense Report to the Approver. This role includes reviewing and reconciling purchase amounts to the Expense Report; verifying that all the required documentation is accurate and timely; and transmitting and maintaining the required documentation for payment processing and record retention. The Reconciler reviews purchase amounts and assigns the amounts to the FOAP used in the electronic Expense Report. A department may have one Reconciler for multiple Cardholders within the department. After the monthly purchases are reconciled against the electronic Expense Report, both the Cardholder and Reconciler (if different employees) signifying that all purchases are in accordance with Alamo Colleges policies and procedures. The Reconciler must also be trained prior to issuance of card to Cardholder.

The Reconciler has responsibilities that include:

- Reviewing, the purchase receipts and the electronic Expense Report for appropriate purchases to ensure that tax has not been charged.
- Reconciling purchases to the Expense Report.
- Resolving disputes with the vendor or banking services provider.
- Notifying the Purchasing Card Administrator of any unresolved disputes.
- Requesting the Purchasing Card Administrator cancel a Purchasing Card.
- Collecting a cancelled Purchasing Card and forwarding it to the Purchasing Card Administrator.
- Retaining copies of all Purchasing Card receipts, and records pertaining to the purchases.
- Reporting misuse and abuse of the Purchasing Card to the Purchasing Card Administrator.

Approver

The PCARD Expense Report requires approval from the Cardholder Supervisor. The Approver, upon receiving a notice from GCMS, will log into GCMS and electronically approve the purchases utilizing the GCMS.

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Budget Manager

The roles and responsibilities in this Procedure require the Cardholder's Budget Manager to approve the Cardholder Application and when necessary approve the PCARD Modification Form. For the purposes of this Procedure the Budget Manager means one who is responsible for authorizing and approving purchases from the Cardholder's fund, organization, accounts, and program (FOAP).

The Budget Manager and others will be provided an inventory list of Cardholders at the Campus or at the District Support Organization Office for review in determining accuracy anytime during the fiscal year. The inventory list of Cardholders will include:

- Cardholder name
- Department
- Purchase Limits
- Travel Privileges provided (if appropriate)
- Notations on any transferred or terminated employees: date of termination/transfer, date card provided to PCARD administrator (if appropriate.)

The Budget Manager is to review the inventory list of Cardholders with the Purchasing Card Administrator to certify the accuracy. The Purchasing Card Administrator will provide automated access to the online banking services provider enabling verification of the purchase amount and allocation of the purchase expense for budget appropriation.

Purchasing Card Administrator

The Alamo Colleges Purchasing Card Administrator is available for guidance, training, and direction for card purchases and is responsible for the administration of the program. All Purchasing Card Applications or Card Modification Forms are processed by the Purchasing Card Administrator. Additionally, the Purchasing Card Administrator is responsible for the following:

- Serving as the Alamo Colleges liaison with the banking services provider.
- Processing the Purchasing Card Application and Cardholder Agreement.
- Submitting a completed Cardholder Application to banking services provider and receiving the Purchasing Card from bank.
- Creating new Cardholder profiles in the GCMS.
- Providing Purchasing Card training to the Cardholder, Reconciler, and Approver.
- Distributing the cards to the Cardholders and obtaining acceptance signatures.
- Assigning Approver to Cardholder.
- Assisting the Cardholder and banking service provider with disputed charges or discrepancies if necessary.

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- Securing a revoked, cancelled, lost or stolen Purchasing Card and submitting information to bank.
 - Monitoring and assessing the purchases for compliance.
 - Coordinating Cardholder changes, i.e. updates access to commodities, services, and purchase limits.
 - Maintaining and updating Purchasing Card Procedures.
 - Granting access to online banking reports.
 - Notifying Approver and Vice President of College Services when a PCARD is cancelled.

The Purchasing Card Administrator relies on both internal controls and management reporting designed to ensure proper use of the card. The Purchasing Card Administrator and others will periodically review and audit purchases and documentation. A review may include an assessment of the following:

- The Purchasing Card is being used for Alamo Colleges business;
- The purchases designated as travel related expenses (if any);
- Documentation (receipts, packing slips, pricing, etc.) to support the purchases; and
- Cardholder Expense Report reconciliation and documentation is in compliance with policies and procedures.

The Purchasing Card Administrator monitors and reports a Cardholder who makes unauthorized purchases, carelessly uses the Purchasing Card, or fails to turn in the appropriate documentation. Cardholders may be responsible for the total dollar amount of the unauthorized purchases, plus any fee charged by the banking service provider. Other actions may include: immediate termination of the card privileges; mandatory training; and a notice issued and a signed acknowledgement of the warning submitted to the Cardholder, Approver, and Budget Manager. Additionally, the Purchasing Card Administrator may recommend disciplinary action for those Cardholders making purchases that are not in compliance, such as:

Negligence: Itemized Receipts	It is the cardholder's responsibility to adhere to providing itemized sales receipts.
Negligence: Taxes	NOTE: We are tax exempt; it is the cardholder's responsibility to alert the vendor of our exempt status.
Negligence: Lost/Stolen Cards	Cardholder's must call 1-888-836-5011 option 1 and Inform PCARD Administrator @ dst-PCARD@alamo.edu
Negligence: PCARD Transaction Processing	A Cardholder has 3 business days after cycle has ended to submit to Budget Manger/Budget Authority for Approvals.
Negligence: Returned Merchandise	The Cardholder is responsible for ensuring a credit is received and applied to the correct account.
Misuse: Exceeding FOAP funds	Cardholders should be aware of the funds available in the Banner accounts , PCARD transactions must not exceed available Funds

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Misuse: Inappropriate Transactions	Cardholder's should review guidelines for appropriate purchases, or otherwise contact the Purchasing Card Administrator for guidelines.
Misuse: Splitting Transactions	An intentional split is making multiple transactions for the purpose of circumventing the policies or procedures.
Fraud: Personal Gain	Using PCARD to purchase items off the Restricted list without prior Authorization

After documentation has been reviewed, the bank transactions are uploaded into Banner. Any discrepancies are referred back to originator for correction. Corrective action must be taken within 5 business days of notification.

Banking Service Provider

The Purchasing Card Program is currently serviced by the PCARD [Banking Services Provider Customer Service Center](#). This center is available 24 hours a day; 7 days a week to assist with general questions call Customer Service at 1-800-248-4553.

Accounts Payable

It is the responsibility of the Accounts Payable Department to provide training and direction for the purchase of travel related services; ensure purchases are posted in a timely manner; review purchases of travel related services for compliance; and enable payment to the banking services provider.

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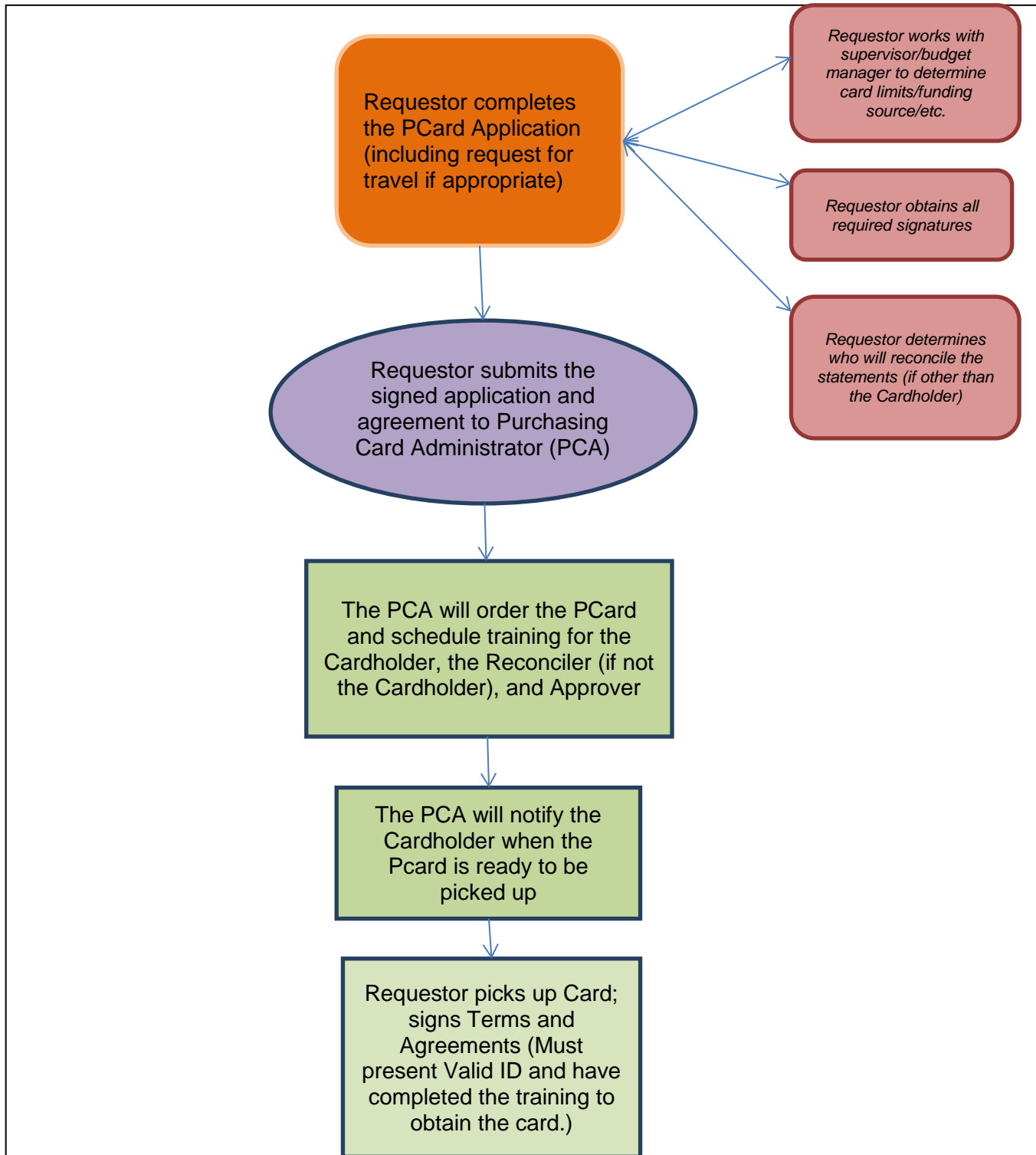
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Attachment One PCARD Application Process



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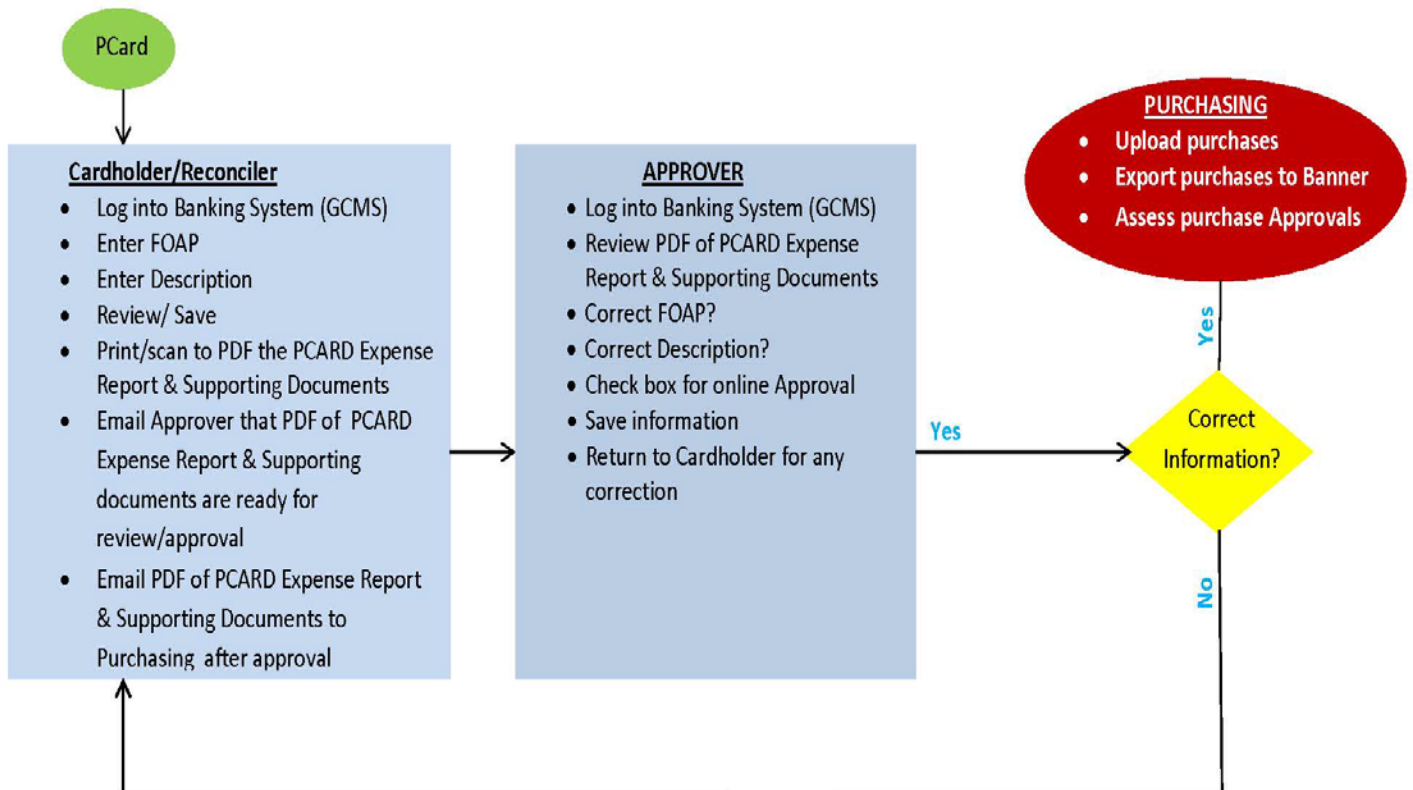
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PCARD Purchase Approval Process



Notes:

1. Supporting documents include: copy of the online banking Expense Report; Purchase Receipt; Authorization Form for the purchase of Refreshments or Travel Services.
2. The Budget Manager is one who is responsible for authorizing and approving purchases from the Cardholder's fund, organization, account, and program (FOAP).
3. The Approver is the Cardholder Supervisor.
4. The Budget Manager Supervisor is the Approver when the Cardholder is a Budget Manager.

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Attachment Three Travel Related Commodities and Services

The Cardholder may use the PCARD to purchase travel related commodities or services such as the items shown below. This list is not representative of all items and services and may be changed without notice. It is recommended that the Cardholder contact the Purchasing Card Administrator to ensure compliance.

- Lodging Hotels, Motels, Resorts
- Recreational and Sporting Camps
- Automobile Rental Agencies
- All Airlines
- All Equipment Rental Agencies
- Athletic Fields, Commercial Sports, etc.
- Airports, Airport Terminals, Flying Fields
- All Carriers, Airlines
- Ambulance Services
- Bridge and Road Fees, Tolls
- Bus Lines
- International Travel Services
- Limousines and Taxicabs
- Passenger Railways
- Railroads
- Transportation for Commuter Passengers
- Travel Agencies and Tour Operators

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Attachment Four Restricted Commodities or Services

The Cardholder may use the card to purchase commodities or services except for those shown in the Restricted List below. The items shown below are not to be purchased using the PCARD without prior authorization by the Approver and the Purchasing Card Administrator. The list is not representative of all restrictions and may be changed without notice. It is recommended that the Cardholder contact the Purchasing Card Administrator to ensure compliance. The Restricted List includes:

Services Providers

- Campgrounds and Trailer Parks
- Motor Home and Recreational Vehicles Rental
- Cell phone/Services
- Financial Institutions Automated Cash
- Financial Institutions Manual Cash Disbursements
- Financial Institutions Merchandise and Services
- Insurance Sales Underwriting and Premiums
- Recreational and Sporting Camps
- Securities Brokers/Dealer
- Telephone Services
- Timeshares
- Wire Transfers

Services (Personal Care)

- Dating and Escort Services
- Marriage, Personal Consoling Services
- Funeral Services and Crematories
- Health and Beauty Spas
- Massage Parlors
- Personal Use Items
- Tax Preparation Services

Retail Stores

- Animals
- Furniture
- Gift Cards
- Package Stores, Beer, Wine, Liquor
- Religious Goods Store
- Weapons or Ammunition

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Equipment

- Capitalized, Controlled or High Risk items, i.e. cameras, iPads, Ipods, Laptops, please see the Inventory Procedures [C.2.7.4](#) for the complete listing and thresholds.
- Equipment with a Trade-In

Services (Professional/Organizations)

- Accounting, Auditing and Bookkeeping Services
- Architectural, Engineering, and Surveying Services
- Associations, Automobile
- Attorneys, Legal Services
- Auction Purchases
- Bail and Bond Payments
- Child Care Services
- Chiropodists, Podiatrists
- Chiropractors
- Court Cost including Alimony and Child Support
- Dentists, Orthodontists
- Doctors (Not Elsewhere Classified)
- Fines
- Hospitals
- Nursing and Personal Care Facilities
- Opticians, Optical Goods, and Eyeglasses
- Optometrists, Ophthalmologists
- Organizations, Political
- Organizations, Religious
- Osteopathic Physicians
- Tax Payments
- Temporary Labor Agencies

Entertainment

- Betting
- Billiards and Pool Establishments
- Bowling Alleys
- Country Club Memberships
- Dance Halls, Schools and Studios
- Golf Courses
- Insurance
- Motion Picture Theaters
- Spouse or Family Member Travel
- Theatrical Producers Ticket Agencies
- Video Game Arcades/Establishments

Miscellaneous

- Cylinder gases, liquid nitrogen
- Hazardous chemicals or materials
- Radioactive materials