

**Items Not To Be Purchased with University Controlled Funds**

It is campus policy not to purchase items for personal use. Since the items listed below normally fall into this category, exceptions will have to be approved by a dean or department head and the proper campus administrator before a final purchase can be made.

- Athletic equipment and supplies for tennis, golf, etc., unless it is part of an approved program of physical education or recreation.
- Coffee-making equipment, including all devices for making and serving coffee.
- Examination books (blue books).
- Desk or office items such as nameplates, desk clocks, desk sets and brief cases.
- Ornamental items, such as ash trays, pictures, vases, pillows, planters, plants, Christmas decorations, draperies, window coverings, etc.
- Personalization of University equipment.
- Picture framing of pictures, certificates, or other items not the permanent property of the University.
- Stereos, VCR’s, and televisions.
- Repairs to personal property. Gifts, flowers, fruit or mementos outside the limits and guidelines defined in UC Business and Finance Bulletin G-41. (see http://www.ucop.edu/ucophome/policies/bfb/g41.html)
- Parties for academic and non-academic staff, including retirees, in conflict with the guidelines of UC Business and Finance Bulletin BUS-79. (see http://www.ucop.edu/ucophome/policies/bfb/bus79.html)