

Allowables

The accounting office is delegating authority to the using departments to procure items under this allowables list. As with any delegation, this may be retracted if found to be abused.

- Membership dues and fees
- Postage
- Licenses
- Advertisements
- Inter-library loans
- Royalties
- Payments to other state agencies
- Reimbursements (*for business related out-of-pocket expenses*)
- Immigration expenditures payable to Homeland Security
- Subscriptions
- Prizes and Awards
- Wire transfer payments
- Legal and Accounting fees
- Express mail
- Insurance premiums
- Staff Development
- Student Payments (*paying stipends and summer housing if not a financial aid situation*)

Check requests are usually discouraged as they bypass the purchasing system. Requests for "after the fact" and non-allowable items will not be processed. Exceptions may be made if the request accompanies a formal written exception request identifying reasons for not following University procedures and what steps will be taken in the future assuring this infraction will not reoccur. The package must include documented evidence of a senior departmental officer's evaluation and approval. Requestors should understand this is a request, not a guarantee.