

## STAPLES PROHIBITED ITEMS LIST

Personal purchases

No computers purchases are allowed with the P-Card, Personal and Apple Computers and products also included are trackable assets (i.e. iPads, tablets, etc.) and peripherals

Software applications and operating systems

Web-based internet and intranet information and applications

No Printers and scanners more than \$500 may be purchased on the P-Card

Printing Services, including letterhead, business cards, and envelopes

Food and Beverage

All furniture, including chairs, and modular Furniture

Entertainment

Plants

Artwork for decorative purposes

Audio/Visual and Art equipment/supplies: video and multimedia products including photographic (videos, TV tuners and displays)

Telecommunication products (phone systems, voice mail systems)

Musical Instruments/Supplies

Parking Equipment

Public Safety Equipment/Supplies

Hazardous materials

Athletic Equipment

Library Equipment

Machine Repairs

Medical Equipment

Scientific Equipment