ATTACHMENT J

ITEMS PROHIBITED FROM BEING PURCHASED WITH A PROCUREMENT CARD

Instructional Software & Licenses

Computers

Copiers

Electronic Personal Assistants (i.e. Echo Dot, Google Home, etc.)

iPads & Tablets w/screen size 10" or larger

Gas, Fuel and Oil

Professional Services (speaker, consultant, trainer)

Alcoholic Beverages

Warehouse Items

Cell Phones/Service

Travel, Lodging, or Meals

Ride Sharing (i.e. Uber & Lyft)

Entertainment

Tobacco

Personal Services (massages, manicures, hairdressers)

Gifts (Certificates & Cards)

Student Incentives

Jewelry

Fund Raising Materials

E-Reading Devices (Kindle, Nook, etc.)

Video Doorbells

Personal Items (such as coffee pots, fans, heaters, personal computer accessories)

Telephone Calls (personal)

Food from Restaurants (exceptions in Section R)

Food for Non-Instructional Purposes

Contracts (contact Purchasing Department)

Employee Incentives or Awards

Taxable Items

GPS Devices

Medical or Legal Services

Decorations and/or Decorative Furniture

Cash Advances

Purchases Outside Continental US

PROHIBITED PRACTICES:

- When using an ECPS Procurement Card, accepting incentives other than discounts from the vendor is not permitted.
- Furniture may not be purchased without first consulting Stacey Marshall, Purchasing Agent at SMarshall2@ecsdfl.us or 850-469-6208.

Refer to Section O. Violations for potential actions which may be taken in response to a Cardholder's failure to comply with the rules listed in this document.

Disclaimer: The prohibited items appearing on this list are not meant to cover every item that cannot be purchased with a Procurement Card. Good judgment must be utilized when determining whether a product falls into any of the categories listed above. For guidance on any potentially questionable item, please contact the appropriate Purchasing Agent.

Revised January 13, 2023