

## **EXPENDITURES ON STATE FUNDS**

Certain items cannot be obtained with state funds, including the following (for a complete list, refer to Title IX of the current appropriations bill, which can be accessed on the Legislative Budget Board website, <http://www.lbb.state.tx.us>):

- Food or beverages for employees or visitors, other than as allowed under state travel guidelines (Refer to <http://www.window.state.tx.us/fm/pubs/travallow/>);
- Other entertainment expenses;
- Decorative plants;
- For support of alumni organizations or activities;
- Aircraft;
- Rental or use charges for telephones with unlisted numbers, unless maintained for security purposes;
- Premiums on insurance policies covering claims arising under the Texas Tort Claims Act;
- Audit fees, except those paid to or expressly authorized by the State Auditor's Office;
- Personal gifts or expenditures, other than expenditures for employee service awards and/or safety awards not exceeding \$50 per award;
- For operation of an athletics department;
- For operation of an auxiliary enterprise;
- Purchase, rental or cleaning of caps, gowns and other items related to UH commencement;
- Personal moving expenses;
- Expenses related to student travel;
- Passenger transportation vehicles, unless used for delivery, equipped with two-way radios, used for public safety or for criminal law enforcement or for mass transportation;
- Payments to charitable organizations;
- Delinquent child support payments;
- Christmas cards;
- Local government contracts;
- Payment for contracted services of individuals employed by the university within the past 12 months;
- Out-of-state student recruitment;
- Funeral expenses;
- Indigent health care;
- Oversized filing cabinets;
- Major information resources projects, unless approved by the Texas Department of Information Resources (<http://www.dir.state.tx.us/>);
- Fees, taxes, or professional dues, unless directly related to the job duties of the university employee;

- Penalties, unless required by federal law or regulation;
- Television transmitter stations; or
- Training for newly appointed regents.

Advance Payments: State funds cannot be used for advance payments, except for the following:

- Rent for leased space, up to 14 days before due date;
- Newspaper or magazine subscriptions up to 6 weeks in advance of renewal date;
- Costs for reserving space for meetings or conferences that will take place in the next fiscal year, if required by the vendor;
- Annual maintenance agreements;
- Payments to state or federal agencies, if delivery of products or services will be expedited;
- Specialized or proprietary goods or services, if advance payment is required by the vendor;
- Tuition paid directly to institutions for higher education, up to 6 weeks before commencement of classes; however, state employees cannot receive advance reimbursement for tuition;
- **Benefits of cost savings resulting from advance payment**
- A state warrant for purchase of real property, up to 7 days before closing date, if the university delivers the warrant on or after the closing date;
- Library books and materials, if necessary for efficient library operation; and
- Any other advance payment that can be justified as necessary and to further of a legitimate public service.

Printing Services: All printing services, other than those provided by UII Printing and Graphic Services, must be bid, regardless of dollar amount. Purchasing must process all requisitions for printing services costing \$2,000.01 or more. All Vouchers processed for Printing Services must have at least 3 quotes from printing vendors attached: (See MAPP 04.01.03VI.N – Printing Services)