

EFFECTIVE 20 JAN 2002

***QUICK LIST REFERENCE
PROHIBITED COMMODITIES***

PROHIBITED

The following commodities must be requested by placing an RXD into CUFS. Cardholders may **not** use the Government Purchase Card to purchase the following commodities:

- a. Ammunition /weapons
- b. Animals – Animals can only be purchased through a CUFS requisition submitted to LAM.
- c. Awards (plaques, gifts, gift certificates, photo's and frames)
- d. Business cards, greeting cards, seasonal decorations, office decorations including plants & supplies
- e. Cash/cash advances
- f. Communication equipment not on telephone lines (walkie talkies, 2 way radios, etc), Telecommunication Services and equipment (telephone calls, purchase of equipment, cellular phones and services, pagers, modems, fax machines, etc).
- g. **Computer Systems/CPU's (which includes PC's, Lap Tops, Palmtops, PDA's (Personal Data Assistants and accessories), internal parts (mother boards, hard drives, CD ROMs, memory chips, etc), Flat Screen and Flat Panel Monitors.**
- h. Controlled Substances- EHOS will order all controlled substances and provide proper notification of order to Logistics. This includes intravenous (IV) drugs as recorded by the Drug Enforcement Agency and alcohol in accordance with ATF permit. See EHS web page for a listing of Controlled Substances and ATF alcohol.
- i. Radioactive items –Prohibited except as approved in writing by the Radiation Safety Committee on a case- by- case basis.
- j. **Mercury** or equipment containing mercury (i.e. thermometers, thermostats, etc)
- k. Copiers
- l. Dry Ice and Gas Cylinders/refills
- m. Equipment Maintenance (long term contracts and one time services).

- n. Food and beverages (except for items specified in an approved research protocol).
- o. Honorariums.
- p. Lease or rent (building space, storage space, equipment)
- q. Personal Services – consultants, temporary hires, instructors, subject pay (individuals paid for participating in research studies) , etc. (sign language services are permitted)
- r. Printing - ASD processes all requests for printing (letterhead, etc). USUHS Form 5335 – USUHS Service/Work Request must be submitted to ASD for these requests.
- s. Respirators/gas masks
- t. Transportation (motor vehicle rental, vehicle maintenance, metro passes, etc)
- u. Travel –any amenity related to travel (airline, bus taxi, hotel, meals, etc)
- v. Research Chemicals – Extremely hazardous research chemicals identified by EHOS on attached spreadsheet must be ordered through CUFS. Chemicals identified by a National Fire Protection Association (NFPA) label of three (3) or lower in all of the hazard categories (Health, flammability, reactivity, or toxic) can be ordered without approval but the department is responsible for assuring the chemical is added to the labs chemical inventory and ensure the applicable material safety data sheet is on file.
- w. Biological Hazards - items identified by the Center for Disease and Control as CDC Select Agents must be ordered using a CUFS requisition. See attached list of select agents.

