Disallowed Purchases

The following is a list of College of Liberal Arts policies regarding purchases and reimbursement. Please review them carefully and share this information with staff, students and faculty.

- **No reimbursements for office supplies purchased with personal funds will be approved.** Supplies may only be purchased through UT Market or by using the procard at Office Depot/Office Max brick-and-mortar locations.

- **No state sales tax will be allowed on direct payments for the following types of transactions:**
  - Food being delivered for any occasion
  - Food take out for any occasion
  - Grocery store purchases
  - Goods including (but not limited to): books, subscriptions, copies

- **No sales tax (from any state) will be allowed on reimbursements** (except dine-in entertainment expenses).

A **tax-exempt form must be presented to the vendor for these types of transactions.** State sales tax and mixed beverage tax can only be reimbursed for business meals which take place at the establishment. Please see HBP 9.1.1 and 9.1.2 for more information.

- **No reimbursements for purchases made using gift cards or reward points will be approved.**

- **No reimbursements for furniture or equipment using personal funds will be approved.**

- **No receipts over 60 days old will be reimbursed.**

- **No reimbursements or payments for employee parking on the same campus as the place of employment will be approved.** For example, if the employee works on the main UT Austin campus, reimbursement for parking, payment of monthly parking fees, or use of pre-paid parking cards will not be allowed. If the employee attends a meeting at UT System or at the Pickle Campus, parking may be reimbursed.

- **Non-tech equipment and decorative items for private office use may not be purchased with university funds.** For example, a coffee maker for individual use in a private office may not be purchased using UT money.