

**PROHIBITED**

- ALCOHOL
- APPLIANCES FOR OFFICES
- CASH
- DELIVERY OFF CAMPUS
- EMPLOYEE CLOTHING
- ENTERTAINMENT
- FINES/FEES
- FURNITURE
- GIFT CARDS
- GIFTS/FLOWERS

- MD STATE SALES TAX
- PERSONAL PURCHASES
- PERSONAL REWARDS
- PERSONAL SERVICES
- PURCHASES OVER \$5000.00
- OFFICE DECORATIONS
- RESTAURANTS
- SHARING CARD
- SOCIAL FUNCTIONS
- TRAINS/AIRLINES