Outline of Exceptional Transactions

The "normal" expenditure process is for most transactions, but there are a fairly large number of types of transactions that have special rules associated. Below is a list of the general categories of things that can't be ordered or paid for through the normal purchasing process. If you are planning on any of these sorts of expenditures please come and talk to me about it in advance to make sure that everything is done in a way that won't get us in trouble and that will allow us to pay the bill.

1) **Entertainment**--any food, drink, flowers, etc. regardless of what it is going to be used for. This includes meals before performances, food or drink bought to sell as concessions, ice purchased for use in water or other drinks, etc.
2) **Travel**--any lodging, transportation, tolls, or parking outside the city of Berkeley, or meals on a trip over half a day in length.
3) **Equipment**--any single item that costs more than $1,500.
4) **Postage**--any mailing, stamps, postage, etc.
5) **Printing**--any printing of any materials. If it's more complicated than photocopying it is considered printing.
6) **Payments to a Campus Department**--any payment to a campus department, including Fleet Services, Mail Services, UC Police Department, Cal Performances, Campus Supply, Campus Copy Services, UC Printing, etc.
7) **Paper**--any "cut" paper of any color or weight.
8) **Furniture**--any chairs, desks, cabinets, etc.
9) **First Aid Kits**--any first aid kits or refills or supplies.
10) **Equipment Rentals**--if the rental period is over 30 days or the rental fee is over $500 (if under 30 days and under $500 the rental can be done through the normal process).
11) **Payments to University Employees or Students**--Any payment other than a reimbursement for an expense from a third party that could have gone through the normal purchasing process is very difficult to make if the payee is a student or employee of any campus of the University of California.
12) **Custodial Services**--any cleaning, repairs, or other custodial services for any building or space.
13) **Consulting**--any payments to a person or company for their advice, assistance, etc.
14) **Independent Contractors**--any payment to a person for services rendered who is not normally in that business (i.e. they don't have a business license, they don't have multiple clients that they work for or provide product to, they don't file a federal business tax return).
15) **Real Estate**--Rental of any building, room, or space
16) **Animals**--any live animals
17) **Carcinogens**--any products known to cause cancer and regulated because of that trait
18) **Compressed Gases**--including helium
19) **Controlled Substances**--any drug or narcotic
20) **Alcohol**--any alcoholic beverage or any type of alcohol used in experiments, etc.
21) **Firearms or Explosives**--including any fireworks or display charges
22) **On-site Construction or Renovation**--any construction or renovation work or charges
23) **Radioactive Materials**--any regulated radioactive materials
24) **Refrigerators or Freezers**--any electric refrigerator or freezer
25) **Telecommunications**--any telephone equipment or phone calls, etc.
26) **Vehicle Rental**--any rental of a motor vehicle