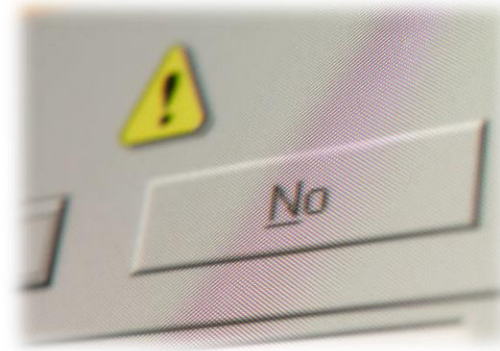


Prohibited Purchases



- × **Personal purchases of any kind**
- × **Cash advances**
- × **Gift Cards**
- × **Employee travel expenses (except those listed in Allowed Purchases TTE users must go through Concur)**
- × **Entertainment**
- × **Alcoholic Beverages**
- × **Tobacco products**
- × **Fuel, repair and maintenance of State-owned or rental vehicles (exceptions with proof of Vital [Maximo] utilization)**
- × **Professional services [as defined by O.C.G.A. §14-7-2(2)]**
- × **Food (except for “group meals” according to State Accounting Office Group Meal Policy and allowed purchases for schools)**