

ATTACHMENT G

DO NOT BUY LIST – OVERSEAS

The Office of Acquisitions and Contract Management (OACM) developed the “Do Not Buy” List for the cardholder to consult before making any purchases for supplies or services with the purchase card. This list is not meant to cover all possible prohibited items. It provides examples of items that have previously been determined to be restricted. The cardholder shall check this list carefully as she/he is responsible for using the purchase card in accordance with established policies and procedures. Questions on whether an item is authorized to be purchased with the purchase card should be addressed to the Approving Official or the Agency Program Coordinator.

Item:	Alcoholic Beverages
Reference:	Overseas Financial Management Handbook, Section 35.0 Peace Corps Manual Section 724: Representation
Comment:	Cardholders shall not use appropriated funds to purchase alcoholic beverages.
Exceptions:	If the alcoholic beverages are for an authorized representation event, at which at least 50% of the participants must be host country nationals (excluding Peace Corps host country staff and contractors).

Item:	Attorney Fees, Personal Issues
Reference:	Overseas Financial Management Handbook, Section 35.0 Peace Corps Manual Section 774: Retention of Counsel and Payment of Related Expenses Overseas
Comment:	Cardholders shall not use appropriated funds to pay attorney fees for personal issues such as traffic fines.
Exceptions:	NONE.

Item:	Cash Advances
Reference:	GSA SmartPay Master Contract
Comment:	Cardholders shall not obtain cash advances. Money orders, travelers' checks and gift certificates are also considered to be cash advances.
Exceptions:	NONE.

Item:	Counterpart Training
Reference:	Overseas Financial Management Handbook, Section 35.0; Peace Corps Legal Opinion #99-073
Comment:	Cardholders shall not use appropriated funds to purchase counterpart training.
Exceptions:	NONE.

Item:	Equipment for Employees' Personal Use
Reference:	2 Comptroller General 258
Comment:	Cardholders shall not use appropriated funds to buy equipment or furnishings for employees' personal use.
Exceptions:	Specific authority in statute or agency's appropriation act.

Item:	Fines and Penalties (such as traffic violations)
Reference:	Overseas Financial Management Handbook, Section 35.0; 31 Comptroller General 246
Comment:	Cardholders shall not use appropriated funds to pay fines incurred as a result of an action taken by an employee in the course of performing official duties.
Exceptions:	NONE.

Item:	Gifts
Reference:	Overseas Financial Management Handbook, Section 35.0; 68 Comptroller General 226
Comment:	Cardholders shall not use appropriated funds to purchase gifts.
Exceptions:	Specific statutory authority.

Item:	Greeting Cards
Reference:	Overseas Financial Management Handbook, Section 35.0; 37 Comptroller General 360; 7 Comptroller General 481; 47 Comptroller General 314
Comment:	Cardholders shall not use appropriated funds to purchase holiday cards, birthday cards, sympathy cards, baby shower cards or other cards expressing personal greetings or wishes.
Exceptions:	NONE.

Item:	Food (Meals)
Reference:	Overseas Financial Management Handbook, Section 35.0; 5 U.S.C. 5536
Comment:	Cardholders shall not use appropriated funds to pay subsistence or to provide free food, including coffee and snacks.
Exceptions:	NONE.

Item:	Health-Related Items for Government Employees
Reference:	3 Comptroller General 433; B-187246, June 15, 1977
Comment:	Cardholders shall not use appropriated funds to pay for health-related items which are personal expenses. This does not apply to health-related items purchased for volunteers.
Exceptions:	Specific statutory authority.

Item:	Insurance to cover loss or damage to government property or the liability of government employees
Reference:	19 Comptroller General 798, 800; 19 Comptroller General 211, 214
Comment:	Cardholders shall not use appropriated funds to purchase insurance.
Exceptions:	Express statutory authority.

Item:	Lease or Rental of Land or Building (Long-Term)
Reference:	GSA SmartPay Master Contract
Comment:	Cardholders shall enter into a long-term lease or rental agreement for land and/or buildings.
Exceptions:	NONE.

Item:	Lease or Rental of Motor Vehicles
Reference:	41 CFR 102-34, 41 CFR 101-26.5
Comment:	Cardholders shall not use the purchase card to enter into a lease or rental agreement for motor vehicles.
Exceptions:	NONE. The TRAVEL card should be used for these purposes.

Item:	Live Entertainment
Reference:	Peace Corps Manual Section 725: Entertainment Funds; 60 Comptroller General 303; 64 Comptroller General 802, 804; 69 Comptroller 197; 43 Comptroller General 305
Comment:	Cardholders shall not use appropriated funds to purchase live entertainment, such as music and artistic performance, for Federal employees.
Exceptions:	(1) Specific statutory authority. (2) The entertainment is for cultural awareness programs which advance equal employment opportunity objectives.

Item:	Lodging and Meals for Employees on Official Travel
Reference:	GSA SmartPay Master Contract
Comment:	Cardholders shall not use the purchase card for the payment of lodging and meals for employees on official travel.
Exceptions:	NONE. The TRAVEL card should be used for these purposes.

Item:	Membership Fees or Dues
Reference:	5 U.S.C. 5946
Comment:	Cardholders shall not use appropriate funds for payment of membership fees or dues of an employee.
Exceptions:	If the fee is authorized under the Government Employees Training Act, 5 U.S.C. 4109.

Item:	Office Furnishings (Decorative Items)
Reference:	41 CFR 101.26.103-2; 60 Comptroller General 580; 64 Comptroller General 796
Comment:	Cardholders shall not use appropriated funds to buy pictures, objects of art, plants, flowers (both artificial and real), or any other similar type items intended solely for the personal convenience or to satisfy the personal desire of an official or employee.
Exceptions:	When such items are consistent with work-related objectives and the items to be purchased are not "personal convenience" items.

Item:	Personal Purchases
Reference:	GSA SmartPay Master Contract; 3 Comptroller General 433
Comment:	Cardholders shall not use appropriated funds to purchase items merely for personal convenience, comfort, or entertainment and not required for an official Government use.
Exceptions:	NONE.

Item:	Refreshments (such as coffee, drinks, snacks, cups, plates, plastic ware, etc.)
Reference:	41 CFR 301; 5 U.S.C. 5536
Comment:	The general rule is that appropriated funds are not available to pay for food to Government employees at their official duty station. There are exceptions to this general rule. Contact your Approving Official or the Agency Program Coordinator for guidance.
Exceptions:	(1) Non-appropriated funds may be used. (2) Necessary expense in connection with an awards ceremony conducted pursuant to the Incentive Awards Act, 5 U.S.C. 4501-4506, or official overseas functions pursuant to Peace Corps Manual Section 724: Use of Representation Allowances by Overseas Posts or official training pursuant to the Government Employees Training Act, 5 U.S.C. 4109.

Item:	Residence (Staff) – Cleaning and Maintenance
Reference:	Overseas Financial Management Handbook, Section 35.0
Comment:	Cardholders shall not use appropriated funds to acquire services to perform routine maintenance, household cleaning, carpet cleaning, lawn care, etc. needed to maintain a residence.
Exceptions:	NONE.

Item:	Travel or Travel Related Expenses
Reference:	GSA SmartPay Master Contract
Comment:	Cardholders shall not use the purchase card for the payment of travel or travel related expenses for government employees on official travel.
Exceptions:	(1) Meeting spaces and local transportation services (such as Metro fare cards, subway tokens, etc.) can be purchased using the purchase card. (2) The TRAVEL card should be used for travel and travel related expenses.