
Effective: 7/1/1999

PUR Manual Revision Notice

Policy	Summary of Changes
<p>PUR 003</p> <p>Purchasing and Business Services Directory</p>	<p>Revision of Policy</p> <p>Revised to change many job titles and the name of an operating area and to add names and telephone numbers for new personnel</p>
<p>PUR 004</p> <p>Definitions</p>	<p>Revision of Policy</p> <p>Revised to add definition of Campus Mail</p>
<p>PUR 006</p> <p>Table of Exhibits</p>	<p>Revision of Policy</p> <p>Revised to update table</p>
<p>PUR 201-03</p> <p>Value in Procurement</p>	<p>Revision of Policy</p> <p>Revised to change “area/orgs” to “agency/orgs”; to change “Sponsored and Property Fiscal Management” to “Property Control”; to update two sources; and to change the name of a cross-referenced policy to “Departmental Limited Value Purchase Orders”</p>
<p>PUR 202</p> <p>Contract Signature Authority</p>	<p>Revision of Policy</p> <p>Revised the list of officers to delegate signature authority to the vice provost for Institutional Advancement at ASU West, the director of the School of Social Work, the director and associate director of Facilities Management, and the assistant director and design coordinator of Facilities Planning and Construction. Revised to delete signature authority from the director and the manager of design management and construction administration of Facilities Planning and Construction. Revised to change “Sponsored and Property Fiscal Management” to “Sponsored Projects Fiscal Management”; “director, Athletics,” to “director, Intercollegiate Athletics”; “associate director, Athletics” to “senior associate athletic director for business operations”; and “business manager, Athletics,” to “business manager, Intercollegiate Athletics”</p> <p>Revised the Contract Authority Chart to add signature authority for specific types of contracts for the officers changed or newly added to the list; to increase the maximum dollar amount of construction change</p>

	orders in numbers 36, 44, 45, 46, and 47; to change “Sponsored and Property Fiscal Management” to “Sponsored Projects Fiscal Management”; and to add a type of contract for the director, Intercollegiate Athletics, and the senior associate athletic director for business operations
PUR 301-01 Order Transaction Types and Forms	Revision of Policy Revised to delete “preferred method” wording; to change “Interdepartment Purchase Order” to “Internal Purchase Order”; to include Fleet Service, Lab Stores, Mail Services, and Telephone Services as units accepting quick turnaround forms; and to increase the debit card limit to \$1,000
PUR 301-02 Purchases Not Requiring a Purchase Order	Revision of Policy Revised to raise the dollar amount limitation on certain purchases from \$200 to \$1,000, and to add a footnote regarding the payment of freight charges
PUR 302-01 Internal Purchase Orders	Revision of Policy Revised to change the title and to change “Office Depot” to “Corporate Express”; to include Lab Stores, Mail Services, and Telephone Services as service departments accepting quick turnaround forms; to change “CUFS” to “Advantage”; to add references and links to the Lab Stores Charge Ticket, the Mail Processing Request Form, and Telephone Services Request; and to delete the procedure and exhibit
PUR 302-02 On-Campus Goods and Services Listing	Revision of Policy Revised to change names, job titles, and telephone numbers and to add the Sun Card Office as an on-campus vendor and service
PUR 302-03 Quick Turnaround Forms	Revision of Policy Revised to include Lab Stores, Mail Services, and Telephone Services as service departments accepting quick turnaround forms; to change “Printing Services” to “Creative Communications Group” and “Interdepartment Purchase Order” to “Internal Purchase Order”; and to add the Lab Stores Charge Ticket, the Mail Processing Request Form, and the Telephone Services Request as exhibits
PUR 303-01 Purchase Requests	Revision of Policy Revised to change “Interdepartment Purchase Order” to “Internal Purchase Order”; to change the name of a policy to “Departmental Limited Value Purchase Orders” in the “Exceptions” section; and to

	delete the procedure and exhibit
PUR 306-01 Bidding Requirements for Procurements Costing \$25,000 or More	Revision of Policy Revised to remove the stipulation of newspaper advertising for the procurement of goods and to update policy titles in the “Exceptions” section
PUR 306-02 Waiver of Bidding Requirements for Procurements Costing \$25,000 or More	Revision of Policy Revised to mention that a vice provost has authority to waive bidding requirements under certain conditions and to give the director of Purchasing and Business Services a responsibility in the procedure
PUR 501-01 Information to Vendors	Revision of Policy Revised to change <i>Tempe Daily News Tribune</i> to <i>Glendale Star</i> and to change the required advertising days
PUR 501-02 Advertising for Bids	Revision of Policy Revised to change <i>Tempe Daily News Tribune</i> to <i>Glendale Star</i> and to change the required advertising days
PUR 704 University Mail Services	Revision of Policy Revised to change “director of Purchasing” to “director of Purchasing and Business Services”; to change “area/org” to “agency/org”; and to add a link to Purchasing and Business Services’ “Forms” Web page

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