

Effective: 7/1/2000

PUR Manual Revision Notice

Policy	Summary of Changes
<p>PUR 001</p> <p>Introduction</p>	<p>Revision of Policy</p> <p>Revised to change the name and phone number of the PUR manual coordinator</p>
<p>PUR 002</p> <p>Organizational Charts</p>	<p>Revision of Policy</p> <p>Revised to change reporting structure of areas and personnel within Purchasing and Business Services</p>
<p>PUR 003</p> <p>Purchasing and Business Services Directory</p>	<p>Revision of Policy</p> <p>Revised to change personnel and to update position titles and terminology</p>
<p>PUR 005</p> <p>Commodity Code Listing</p>	<p>Revision of Policy</p> <p>Revised to update names and phone numbers of commodity buyers</p>
<p>PUR 201-02</p> <p>Authority for Procurement</p>	<p>Revision of Policy</p> <p>Revised to replace CUFS with Advantage</p>
<p>PUR 205</p> <p>Procurement Process Overview</p>	<p>Revision of Policy</p> <p>Revised to add additional explanation on purchases made with the Purchasing Card and the PDLVPO</p>
<p>PUR 207</p> <p>Records Retention</p>	<p>Revision of Policy</p> <p>Revised to further define retention instructions for sponsored and nonsponsored funds</p>
<p>PUR 208</p>	<p>Revision of Policy</p>

Credit Cards and Store Accounts	Revised area/org to agency/org for Advantage
<u>PUR 301-01</u> Order Transaction Types and Forms	Revision of Policy Revised to define normal processing time for online RX purchases, PDLVPOs, and to clarify encumbering of Purchasing Card funds to Advantage
<u>PUR 301-02</u> Purchases Not Requiring a Purchase Order	Revision of Policy Revised to replace area/orgs with agency/orgs, to replace CUFS with Advantage in the object/sub-object code, and to increase the expense limit on advertising to \$2500
<u>PUR 302-02</u> On-Campus Goods and Services Listing	Revision of Policy Revised to cross-reference the Advantage listing on the Comptroller's Office Web site and to change the Advantage listing from seller fund to vendor code for campus goods and services
<u>PUR 302-03</u> Quick Turnaround Forms	Revision of Policy Revised to change Creative Communications Group to Design/Print Customer Service Center
<u>PUR 303-01</u> Purchase Requests	Revision of Policy Revised to increase clarification on processing time for different types of purchases and to remove research centers as entities that may issue Departmental Limited Value Purchase Orders directly to suppliers for the procurement of certain goods and/or services up to a limit of \$1,000
<u>PUR 304-01</u> Departmental Limited Value Purchase Orders	Revision of Policy Revised to provide increased background information for processing a requisition, an RX document in Advantage for small dollar purchases; to remove centers as entities issuing Limited Value Purchase Orders directly to suppliers; to authorize the faxing of PDLVPOs and the updating of PDLVPO exceptions; to delete a sentence about the use of most surplus funds by ASU Stores; to update the PDLVPO prohibited purchase and vendor table; and to add a reference to RSP 308-06

<p><u>PUR 304-04</u></p> <p>The Purchasing Card</p>	<p>Revision of Policy</p> <p>Revised to include Web cross-reference for Purchasing Card forms, to refine information about recoding card purchases for sponsored accounts; to update the list of items not acceptable for purchase with the Purchasing Card, and to add a reference to RSP 308-06</p>
<p><u>PUR 307-01</u></p> <p>Emergency Orders</p>	<p>Revision of Policy</p> <p>Revised to specify that the buyer determines whether an emergency situation exists, to allow orders to be faxed, to include information for emergency procurements costing \$1000 or less, and to revise the procedure</p>
<p><u>PUR 307-04</u></p> <p>Retaining Consultants and Independent Contractors</p>	<p>Revision of Policy</p> <p>Revised to reflect that the \$5000 limit excludes expense reimbursements</p>
<p><u>PUR 401-04</u></p> <p>Books and Periodicals</p>	<p>Revision of Policy</p> <p>Revised to include the purchase of subscriptions for library use, textbooks for classroom use, and books for departmental reference use; and to state more clearly acceptable methods for the purchase of periodicals and subscriptions for other use</p>
<p><u>PUR 402-04</u></p> <p>Printing</p>	<p>Revision of Policy</p> <p>Revised to apply to requests for all printing, to delete the procedures and link to procedures on the Web, to replace the Document Production Services Group with the General Services Group, to change Creative Communications Group to Design/Print Customer Service Center, and to delete design as a service provided by on-campus vendors</p>
<p><u>PUR 402-05</u></p> <p>ASU Graphic Standards</p>	<p>Revision of Policy</p> <p>Revised to replace the Document Production Services Group with the General Services Group and to cross-reference the Web site for policy changes</p>
<p><u>PUR 502-04</u></p> <p>State Contracts</p>	<p>Revision of Policy</p> <p>Revised to add the Web site for State of Arizona procurement</p>

PUR 502-05 Consortium Contracts	Revision of Policy Revised to reflect Board of Regents' bid requirements
PUR 502-07 Vendor Entry	Revision of Policy Revised to require vendors to submit their taxpayer identification number before being added to Advantage
PUR 504-02 Contract Forms	Revision of Policy Revised to shorten the section on Construction-Related Consultants and Independent Contractors

[PUR](#) manual | ASU policies and procedures [manuals](#) | [Search](#) manuals | PUR manual [contact](#) |
Purchasing and Business Services Web [site](#)

[Back to Top](#)