
Effective: 7/1/2003

PUR Manual Revision Notice

Policy	Summary of Changes
<p>PUR 004</p> <p>Definitions</p>	<p>Revision of Policy</p> <p>Revised to update the definition for “Debit Card” and to delete the definition for “Quick Turnaround Form”</p>
<p>PUR 105</p> <p>Buying for Employees or Outside Entities</p>	<p>Revision of Policy</p> <p>Revised to state that vendor discounts offered to faculty and staff members will be relayed by Purchasing and Business Services to the Human Resources Work/Life Balance Programs Office</p>
<p>PUR 201–03</p> <p>Value in Procurement</p>	<p>Revision of Policy</p> <p>Revised to delete a cross-reference</p>
<p>PUR 202</p> <p>Contract Signature Authority</p>	<p>Revision of Policy</p> <p>Revised to update “executive director of Purchasing and Business Services” to “director of Purchasing and Business Services,” “Director, Administrative Services, ASU East” to “Vice Provost, Administrative Services, ASU East,” and “Director, Research and Sponsored Projects” to “Director, Research and Sponsored Projects, ASU East”</p>
<p>PUR 203</p> <p>Prohibited Purchases</p>	<p>Revision of Policy</p> <p>Revised to update a cross-reference</p>
<p>PUR 208</p> <p>Credit Cards and Store Accounts</p>	<p>Revision of Policy</p> <p>Revised to update “comptroller” to “associate vice president for Finance and treasurer”</p>
<p>PUR 209</p> <p>Establishment of Resale Activities</p>	<p>Revision of Policy</p> <p>Revised to update “comptroller and treasurer” to “associate vice president for Finance and treasurer” and “vice provost for</p>

	Administrative Services” to “executive vice president for Administration and Finance”
<u>PUR 302-01</u> Internal Purchase Order	Revision of Policy Revised to delete the reference to the quick turnaround form
<u>PUR 302-02</u> On-Campus Goods and Services List	Revision of Policy Revised to update a link and to delete all departmental directory information and the fund code as a method of sorting the list of service departments
PUR 302-03 Quick Turnaround Forms	Deletion of Policy Entire policy deleted
<u>PUR 302-04</u> Debit Cards	Revision of Policy Revised to delete “Copy Centers” and “Fleet Services” from the listing of service departments that accept a debit card, to delete “Fleet Services” from the “Background” section, and to delete a cross-reference
<u>PUR 303-03</u> Preparation of Specifications and Response Evaluation Criteria	Revision of Policy Revised to update the energy conservation conditions to note that when Energy Star-qualified products exist, the university will make Energy Star compliance a mandatory specification
<u>PUR 304-01</u> Departmental Limited Value Purchase Orders	Revision of Policy Revised to update a mail code and the location where PDLVPOs may be obtained and to add paid status and account number as items listed on control forms
<u>PUR 304-04</u> The Purchasing Card	Revision of Policy Revised to change applicability to departmental purchase transactions, to update the point-of-sale document process and the generic dollar limit per Purchasing Card transaction to \$5,000, to clarify the list of items not normally available for purchase using a Purchasing Card and how transactions are mapped in Advantage, and to delete the step-by-step process
<u>PUR 306-02</u>	Revision of Policy

<p>Waiver of Bidding Requirements for Procurements Costing \$35,000 or More</p>	<p>Revised to clarify the authority to waive bidding requirements, to delete the extreme circumstances condition, and to change “vice provost” to “designee” as one of the parties who may approve or disapprove the waiver and “director of Purchasing and Business Services” to “assistant director of Purchasing and Business Services” as the one to whom “Request for Waiver of Bidding Requirements” forms should be submitted</p>
<p><u>PUR 307-01</u> Emergency Orders</p>	<p>Revision of Policy Revised to update “Emergency Procurements Costing \$1,000 or Less” to “Emergency Procurements Costing \$5,000 or Less”</p>
<p><u>PUR 307-02</u> Procurements near Fiscal Year-End</p>	<p>Revision of Policy Revised to update “comptroller” to “associate vice president for Finance and treasurer”</p>
<p><u>PUR 401-06</u> Foreign Purchases</p>	<p>Revision of Policy Revised to change the note under “Purchase Orders” to state that foreign purchases are best handled by the Purchasing Card</p>
<p><u>PUR 401-07</u> Vehicles</p>	<p>Revision of Policy Revised to state that the Purchasing Card can be used to purchase a vehicle and to change “formal bid request” to “bid request” under “Procedure”</p>
<p><u>PUR 402-01</u> Personal/Professional Services</p>	<p>Revision of Policy Revised to update a link, two mail codes, two addresses, and “Consultant/Independent Contractor Determination Checklist” to “Arizona State University (ASU) Employee/Independent Contractor”</p>
<p><u>PUR 402-03</u> Professional Design Services Costing More than \$100,000 and Construction Services</p>	<p>Revision of Policy Revised to update “vice provost for Administrative Services” to “executive vice president for Administration and Finance”</p>
<p><u>PUR 402-04</u> Printing</p>	<p>Revision of Policy Revised to replace printing sources with various in-house technologies</p>
<p><u>PUR 403-01</u></p>	<p>Revision of Policy</p>

Off-Campus Property Leases	Revised to update “vice provost for Administrative Services” to “executive vice president for Administration and Finance”
<u>PUR 403-02</u> Camp Tontozona	Revision of Policy Revised to update the source
<u>PUR 501-01</u> Information to Vendors	Revision of Policy Revised to update the language and the newspaper advertising time period and to state circumstances in which these requirements can be waived for construction projects costing \$35,000 or more and services costing \$35,000 or more
<u>PUR 501-03</u> Bid Security and Performance and Payment Bonds	Revision of Policy Revised to clarify that 10 percent of the bid price is normally required with bids for projects to exceed \$35,000
<u>PUR 502-03</u> Award of Contract for Goods and Service	Revision of Policy Revised to update the cost limit from \$10,000 to \$15,000 under “Negotiated Purchases” and to add that the director of Purchasing and Business Services may authorize a negotiated purchase not exceeding \$35,000
<u>PUR 504-01</u> Contract Time Span	Revision of Policy Revised to update required approvals of contracts over five years from the president or senior administrative services officer and associate vice provost for Administrative Services to the president or designee
<u>PUR 602-03</u> Installment Purchases	Revision of Policy Revised to update “vice provost for Administrative Services” to “associate vice president for Administration and treasurer” and to change the financing method from third-party to tri-university lease purchase under “Requests for Bids and Financing”
<u>PUR 602-04</u> Prepayment of Purchase Orders and Contracts	Revision of Policy Revised to increase purchases acceptable for prepayment from \$1,000 to \$5,000 and to update “comptroller” to “associate vice president for Finance and treasurer”
<u>PUR 602-06</u>	Revision of Policy

Security in lieu of Retention	Revised to add that securities shall be established in such a manner that only the university may access them
<p>PUR 701</p> <p>Trademark Licensing</p>	<p>Revision of Policy</p> <p>Revised to update “Trademark Licensing Office” to “Trademark Management Office” and the campus location, the mail code, and the contact phone numbers of the Trademark Management Office; to delete the contact for requesting a license for Japan; and to provide a link to the ASU Graphics Standards Manual</p>
<p>PUR 702</p> <p>Gas Cylinders and Gas Products</p>	<p>Revision of Policy</p> <p>Revised to update “Laboratory Products Group” to “Laboratory Stores” and a mail code</p>
<p>PUR 703</p> <p>Sun Card Office</p>	<p>Revision of Policy</p> <p>Revised to delete the Sun Card as a requirement for all ASU students and full-time permanent employees</p>
<p>PUR 704</p> <p>University Mail Services</p>	<p>Revision of Policy</p> <p>Revised to update departmental sorting procedures for university and personal mail and to add a section regarding courier service</p>

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