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**Effective: 3/1/2002**


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## **ASU** PUR Manual Revision Notice

Policy	Summary of Changes
<a href="#">PUR 103</a> Conflict of Interest	<b>Revision of Policy</b> Revised to update cross-references
<a href="#">PUR 106</a> Intent to Procure	<b>Revision of Policy</b> Revised to update cross-references
<a href="#">PUR 207</a> Records Retention	<b>Revision of Policy</b> Revised to change the retention period for Purchasing Card receipts not involving sponsored funds from 3 years to 5 years
<a href="#">PUR 301-03</a> On-Campus vs. Off-Campus Goods and Services	<b>Revision of Policy</b> Revised to update cross-references
<a href="#">PUR 303-02</a> Sole Source Procurement/ Justification	<b>Revision of Policy</b> Revised to update cross-references
<a href="#">PUR 303-03</a> Preparation of Specifications and Response Evaluation Criteria	<b>Revision of Policy</b> Revised to update cross-references
<a href="#">PUR 303-04</a> Cost Analysis	<b>Revision of Policy</b> Revised to increase transaction limits from \$10,000 to \$15,000
<a href="#">PUR 305-01</a>	<b>Revision of Policy</b>

Bidding Requirements for Procurements Costing Less than \$15,000	Revised to increase transaction limits from \$10,000 to \$15,000
<u><a href="#">PUR 305-02</a></u> Bidding Requirements for Procurements Costing at Least \$15,000 but Less than \$35,000	<b>Revision of Policy</b> Revised to increase transaction limits from \$10,000 to \$15,000
<u><a href="#">PUR 306-01</a></u> Bidding Requirements for Procurements Costing \$35,000 or More	<b>Revision of Policy</b> Revised to add certain witness and investigative services to the professional services bidding exemptions and to update a cross-reference
<u><a href="#">PUR 307-04</a></u> Retaining Consultants and Independent Contractors	<b>Revision of Policy</b> Revised to update cross-references
<u><a href="#">PUR 402-04</a></u> Printing	<b>Revision of Policy</b> Revised to update cross-references
<u><a href="#">PUR 501-01</a></u> Information to Vendors	<b>Revision of Policy</b> Revised to update cross-references
<u><a href="#">PUR 501-02</a></u> Advertising for Bids	<b>Revision of Policy</b> Revised to update cross-references
<u><a href="#">PUR 502-05</a></u> Consortium Contracts	<b>Revision of Policy</b> Revised to increase transaction limits from \$10,000 to \$15,000
<u><a href="#">PUR 602-02</a></u> Trade-Ins	<b>Revision of Policy</b> Revised to increase transaction minimums from \$10,000 to \$15,000
<u><a href="#">PUR 602-07</a></u>	<b>Revision of Policy</b>

Sales and Use Tax	Revised to delete purchases made from the Student Health and Wellness Center from the Sales Tax exception list
<a href="#">PUR 704</a> University Mail Services	<b>Revision of Policy</b> Revised to add a statement prohibiting departments and/or individuals from purchasing postage stamps via the Internet

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