
Effective: 3/1/2004

ASU PUR Manual Revision Notice

Policy	Summary of Changes
<p><u>PUR 304-04</u></p> <p>The Purchasing Card</p>	<p>Revision of Policy</p> <p>Revised to state that Purchasing Card statements must be kept in the department for five years, to add items that cannot be purchased with the Purchasing Card, and to provide phone numbers for alternative sources for purchase</p>
<p><u>PUR 401-02</u></p> <p>Hazardous Materials</p>	<p>Revision of Policy</p> <p>Revised to update a cross-reference</p>
<p><u>PUR 401-07</u></p> <p>Vehicles</p>	<p>Revision of Policy</p> <p>Revised to update four cross-references</p>
<p><u>PUR 704</u></p> <p>Mail Services</p>	<p>Revision of Policy</p> <p>Revised to define central campus boundaries for the purpose of mail code assignments when establishing a mail code, and to state that an agency/org authorized signer must sign the Mail Processing Request Form for processing mass mailings</p>
<p><u>PUR 705</u></p> <p>Insurance Services</p>	<p>Relocation of Policies</p> <p>Policies PUR 705-01 through 705-08 relocated from RSK, "<i>Department of Risk Management Policies and Procedures Manual</i>," which no longer exists. The name "Insurance Services" has replaced "Department of Risk Management." The mail code has been changed to 5212; the phone number, to 480/965-1851; and the fax number, to 480/965-3442. The "Safety and Security for International Travelers Training Program" has been deleted</p>
<p>PUR 202, 203, 206, 401-07, 401-08, 403-01, 705-06</p>	<p>Revision of Policies</p> <p>Revised to update "Facilities Planning and Management" to</p>

“Facilities Management” and to update cross-references

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