

Effective: 11/1/2003

## **ASU** PUR Manual Revision Notice

Policy	Summary of Changes
<p><a href="#"><u>PUR 202</u></a></p> <p>Contract Signature Authority</p>	<p><b>Revision of Policy</b></p> <p>Revised to add “Vice president for undergraduate initiatives,” “Director, Facilities Planning and Space Management,” “Assistant director, Design/Construction Management,” “Assistant director, Engineering and Design Services,” “Assistant director, Campus Planning and Architecture,” “Assistant director, Space Management and Academic Scheduling,” “Architect(s),” “Facilities project coordinator(s),” and “University registrar” under Office of the Vice President for University Undergraduate Initiatives; to delete “Fiscal operations administrator, Office of the Executive Vice President and Provost of the University” and combine it with “Assistants to the executive vice president and provost of the university”; and to increase the change order limits for “Senior project manager(s), Capital Programs Management Group” and “Project manager(s)”</p>
<p><a href="#"><u>PUR 302-03</u></a></p> <p>Quick Turnaround Forms</p>	<p><b>Reinstatement of Policy</b></p>
<p><a href="#"><u>PUR 304-01</u></a></p> <p>Departmental Limited Value Purchase Orders</p>	<p><b>Revision of Policy</b></p> <p>Revised to raise the limit from \$1,000 to \$5,000</p>
<p><a href="#"><u>PUR 403-01</u></a></p> <p>Off-Campus Property Leases</p>	<p><b>Revision of Policy</b></p> <p>Revised to update the responsibilities of the user department and to state that approval is required from the associate vice president for Administration and Finance, not from the executive vice president</p>
<p><a href="#"><u>PUR 701</u></a></p> <p>Trademark Licensing</p>	<p><b>Revision of Policy</b></p> <p>Revised to update the campus location, the mail code, and the contact phone numbers of the Trademark Management Office; to</p>

add "ASU East" to the protected marks; and to delete the Sun Imp

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