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**Effective:** 11/1/2004
 

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## **ASU** PUR Manual Revision Notice

Policy	Summary of Changes
<p><a href="#">PUR 202</a></p> <p>Contract Signature Authority</p>	<p><b>Revision of Policy</b></p> <p>Revised to add “senior vice president and secretary of the university” and “senior vice president and university planner,” to remove the position of “senior vice president and deputy provost of the university,” and to update the name “Graduate College” to “Division of Graduate Studies”</p>
<p><a href="#">PUR 401-09</a></p> <p>Postage Stamps</p>	<p><b>New Policy</b></p> <p>States the procedure for purchasing US postage stamps for occasional urgent mailings</p>
<p><a href="#">PUR 602-04</a></p> <p>Prepayment of Purchase Orders and Contracts</p>	<p><b>Revision of Policy</b></p> <p>Revised to state when prepayment might occur and who incurs the loss if services or goods are not provided after prepayment, and that the negotiation of progress payments might be possible</p>
<p><a href="#">PUR 602-07</a></p> <p>Sales and Use Tax</p>	<p><b>Revision of Policy</b></p> <p>Revised to state when noncapital equipment may qualify for tax-exempt status and to expand information on a link to a form</p>
<p><a href="#">PUR 703</a></p> <p>Sun Card Office</p>	<p><b>Revision of Policy</b></p> <p>Revised to update the cost of the Sun Card, to state that university affiliates are eligible for the Sun Card, to delete the section on selling the image file to the cardholder, to identify the custodian of the Sun Card photos, to state that International Student Office students must present their passports to obtain a Sun Card, and to state the policy regarding door access vouchers</p>

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