
Effective: 11/1/2005

ASU PUR Manual Revision Notice

Policy	Summary of Changes
PUR 001 Introduction	Revision of Policy Revised to change a phone number
PUR 004 Definitions	Revision of Policy Revised to delete the definition for “Debit Card,” to add a definition for “Enterprise Procurement Services,” and to delete the definition for “State Purchasing Office”
PUR 107 Public and Proprietary Information	Revision of Policy Revised to update the information on “Requests for Information”
PUR 201-02 Authority for Procurement	Revision of Policy Revised to change the information regarding “Exceptions” in the section on “Unauthorized Procurements”
PUR 202 Contract Signature Authority	Revision of Policy Revised to change the title “ASU East” to “Polytechnic campus” and to raise the limit of construction contract change orders to \$75,000 for the associate director, Facilities Management; the associate director, Project Management; and the assistant director, Engineering Services
PUR 208 Credit Cards and Store Accounts	Revision of Policy Revised to delete “for purchasing small-dollar supplies” from the purpose statement and to replace “blanket purchase order” with “Purchasing Card” in the policy
PUR 303-01	Revision of Policy

Purchase Requests	Revised to clarify that the Purchasing Card is the preferred method of purchasing small-dollar goods of \$5,000 or less
PUR 303-04 Cost Analysis	Revision of Policy Revised to state that, for procurements of \$35,000 or more from a sole-source vendor or from a single-bid response after formal solicitation, the buyer will request a “price warranty form” from a sole-source vendor and “may” review other price lists and data with either
PUR 304-01 Departmental Limited Value Purchase Orders	Revision of Policy Revised to rewrite the background information about small-dollar purchases, to state when departments are expected to use PDLVPO, and to change the term “Payables and Reimbursements” to “Financial Services” and to “Accounts Payable”
PUR 304-04 The Purchasing Card	Revision of Policy Revised to reword the purpose and to clarify the description
PUR 305-01 Bidding Requirements for Procurements Costing Less than \$15,000	Revision of Policy Revised to clarify a statement regarding fragmentation of procurements to circumvent bidding requirements
PUR 305-02 Bidding Requirements for Procurements Costing at Least \$15,000 but Less than \$35,000	Revision of Policy Revised to clarify a statement regarding fragmentation of procurements to circumvent bidding requirements
PUR 306-02 Waiver of Bidding Requirements for Procurements Costing \$35,000 or More	Revision of Policy Revised to change “vice presidents and vice provosts” to “a few selected senior officials” regarding authority to waive bidding requirements
PUR 307-01	Revision of Policy

Emergency Orders	Revised to rewrite the first paragraph of the policy and to add a section on “Emergency Procurements Costing More than \$5,000 but Less than \$35,000”
PUR 307-03 Change Orders	Revision of Policy Revised to change “account representative” to “requesting department” and to state that changes “that would increase the total amount of the purchase order by ten percent or more require the concurrence of the requesting department” and that “this approval is normally communicated by e-mail”
PUR 401-02 Hazardous Materials	Revision of Policy Revised to state that this policy now resides in the <i>Environmental Health & Safety Policies and Procedures Manual</i> , at EHS 401 , “Hazardous Waste Management” and to add cross-references
PUR 401-03 Radioactive Materials	Revision of Policy Revised to change the title “radiation protection officer” to “radiation safety officer”
PUR 401-08 Furnishings, Flooring, and Window Coverings	Revision of Policy Revised to change the word “allow” to “facilitate” in the purpose statement
PUR 401-09 Postage Stamps	Revision of Policy Revised to clarify and update the procedure
PUR 403-02 Camp Tontozona	Revision of Policy Revised to remove some lodging facilities and to add others
PUR 501-01 Information to Vendors	Revision of Policy Revised to remove the words “costing \$35,000 or more” from the heading and text on “Newspaper Advertising, Bids on Construction Projects”
PUR 501-02 Advertising for Bids	Revision of Policy Revised to remove the words “costing \$35,000 or more” from the

	heading “Advertising Requirements, Design and/or Construction Services”
PUR 502-02 Accepting or Rejecting Bids or Proposals	Revision of Policy Revised to clarify that conflict of interest is a reason for rejecting bids or proposals
PUR 502-03 Award of Contract for Goods and Services	Revision of Policy Revised to state that some items are normally purchased through a negotiation, to give examples of such items, and to state the authority for negotiated transactions of \$35,000 or more
PUR 502-04 State Contracts	Revision of Policy Revised to change the words “State Purchasing Department ” to “Enterprise Procurement Services of the State of Arizona” and to change the address of a Web site
PUR 502-07 Vendor Entry	Revision of Policy Revised to change the link and name of a Web site
PUR 601-01 Reporting Receipt of Merchandise	Revision of Policy Revised to change the term “Payables and Reimbursements” to “Accounts Payable” and to remove offline procedures
PUR 602-06 Security in lieu of Retention	Revision of Policy Revised to state that the university accepts only U.S. government securities, which must be deposited with the university’s escrow agent
PUR 602-07 Sales and Use Tax	Revision of Policy Revised to change the legal citations of sources

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