
Effective: 10/1/1998

ASU PUR Manual Revision Notice

Policy	Summary of Changes
<p><u>PUR 001</u></p> <p>Introduction</p>	<p>Revision of Existing Policy</p> <p>Revised to change “vice president for Academic Services” to “vice provost for Academic Services”</p>
<p><u>PUR 002</u></p> <p>Organizational Charts</p>	<p>Revision of Existing Policy</p> <p>Revised to change Information Systems to Business Systems, to change the names of the administrative associate and the Small Business Program coordinator, and to add an ASU West buyer number with corresponding supervisor</p>
<p><u>PUR 003</u></p> <p>Purchasing and Business Services Directory</p>	<p>Revision of Existing Policy</p> <p>Revised to include the Sun Card Office, ASU East Stores, and the Business Service Center as operating areas; to change Printing Production Center to Creative Communications Group; to update names and phone numbers; and to delete the closed Bookstore Connection area</p>
<p><u>PUR 004</u></p> <p>Definitions</p>	<p>Revision of Existing Policy</p> <p>Revised to delete references to the eliminated IDPO form, to delete the “9” from online forms, to change Printing Production Center to Creative Communications Group, to add a paragraph for Small Women-Owned Business in the Small Disadvantaged Business section, to rename the “Limited Value Purchase Order (LVPO)” to the “Departmental Limited Value Purchase Order (PDLVPO),” and to change “Purchasing Department” to “Purchasing and Business Services”</p>
<p><u>PUR 005</u></p> <p>Commodity Code Listing</p>	<p>Revision of Existing Policy</p> <p>Revised to delete unused commodity codes and add new commodity codes</p>

<p><u>PUR 006</u></p> <p>Table of Exhibits</p>	<p>Revision of Existing Policy</p> <p>Revised to delete the Interdepartment Purchase Order, PO Check Request, and Purchase Request forms, to add three new exhibits, and to delete the “9” from online documents</p>
<p><u>PUR 107</u></p> <p>Public and Proprietary Information</p>	<p>Revision of Existing Policy</p> <p>Revised to change “contract award” to “notice of award is issued” in the Formal Sealed Bids section, “award of the contract” to “a contract is signed” in the Sealed Proposals section, and “Purchasing” to “Purchasing and Business Services”</p>
<p><u>PUR 201-02</u></p> <p>Authority for Procurement</p>	<p>Revision of Existing Policy</p> <p>Revised to change entire Exceptions section, to change “Purchasing” to “Purchasing and Business Services,” and to update cross-references</p>
<p><u>PUR 201-03</u></p> <p>Value in Procurement</p>	<p>Revision of Existing Policy</p> <p>Revised to provide a link to the Purchasing home page for a list of debarred vendors</p>
<p><u>PUR 202</u></p> <p>Contract Signature Authority</p>	<p>Revision of Existing Policy</p> <p>Revised to change dollar limit in items 2.1, 2.5, 2.10, 43, 44, and 45 in the Contract Authority Chart and to change “associate vice president for Administrative Services” to “associate vice provost for Administrative Services”</p>
<p><u>PUR 208</u></p> <p>Credit Cards and Store Accounts</p>	<p>Revision of Existing Policy</p> <p>Revised to add special approval for a store credit card in the Policy section and to update cross-references</p>
<p><u>PUR 209</u></p> <p>Establishment of Resale Activities</p>	<p>Addition of Policy</p> <p>Added to define when the university may engage in resale activities</p>
<p><u>PUR 301-01</u></p> <p>Order Transaction Types and Forms</p>	<p>Revision of Existing Policy</p> <p>Revised to delete paragraphs for Purchase Request Form (offline) and Interdepartment Purchase Order (offline), to delete the “9”</p>

	from the names of online documents, and to change “Limited Value Purchase Order” to “Departmental Limited Value Purchase Order”
<u>PUR 302-01</u> Interdepartment Purchase Orders	Revision of Existing Policy Revised to delete references to the eliminated offline Interdepartment Purchase Order form, including its related procedure and exhibit; to change the name of the Printing Production Center to Creative Communications Group in the Policy section; and to change a vendor in the Policy section from AirBorne to Federal Express
<u>PUR 302-02</u> On-Campus Goods and Services Listing	Revision of Existing Policy Revised to change personnel, titles, phone numbers, and description of units; to add an ASU Bookstore and a copy center at ASU East; and to delete Telecommunication Services
<u>PUR 302-04</u> Debit Cards	Revision of Existing Policy Revised to delete the “9” from online documents and to change “Purchasing Department” to “Purchasing and Business Services”
<u>PUR 302-05</u> Stock Requisitions	Revision of Existing Policy Revised to delete the “9” from online documents
<u>PUR 303-01</u> Purchase Requests	Revision of Existing Policy Revised to delete references to the eliminated Purchase Request form (offline), including its related procedures and exhibit; to delete the “9” from online documents; and to change “Limited Value Purchase Orders of \$500” to “Departmental Limited Value Purchase Orders of \$1,000” in the Exceptions section
<u>PUR 303-02</u> Sole Source Procurement/ Justification	Revision of Existing Policy Revised to increase dollar limit of item 4 in Processing the Justification section
<u>PUR 303-04</u> Cost Analysis	Revision of Existing Policy Revised to make cost analysis more specific in regard to buyer responsibilities for different procurement cost ranges, to specify that the five requirements for buyer review of single bids applies to

	<p>procurements of \$25,000 or more, to change “Purchasing Department” to “Purchasing and Business Services,” and to change the amended date of the OMB circular from July 1, 1976, to November 19, 1993, and August 29, 1997, in the Sources section</p>
<p>PUR 304-01</p> <p>Limited Value Purchase Orders</p>	<p>Revision of Existing Policy</p> <p>Revised to remove a reference to the LVPO program being eliminated July 1, 1999; to encourage use of a Purchasing Card over an LVPO; to require attending the Purchasing Options class to obtain authorization to issue LVPOs; to change capital equipment useful life and unit cost for LVPO purchase; to delete the “9” from online documents; and to delete references to the eliminated Purchase Order Check</p>
<p>PUR 304-02</p> <p>Purchase Order Checks</p>	<p>Deletion of Existing Policy</p> <p>Deleted due to the elimination of the PO Check Request form, process, and exhibits effective July 1, 1998</p>
<p>PUR 304-03</p> <p>Reimbursements</p>	<p>Revision of Existing Policy</p> <p>Revised to change the procedure for submitting requests for reimbursement, to delete the “9” from online documents, and to change “FAS” to “Payables and Reimbursements”</p>
<p>PUR 304-04</p> <p>The Purchasing Card</p>	<p>Revision of Existing Policy</p> <p>Revised to raise the dollar limit for a Purchasing Card transaction to \$1,000 and to amend the list of prohibited items</p>
<p>PUR 305-01</p> <p>Bidding Requirements for Procurements Costing Less than \$10,000</p>	<p>Revision of Existing Policy</p> <p>Revised to change the determination of supplier competition</p>
<p>PUR 306-01</p> <p>Bidding Requirements for Procurements Costing \$25,000 or More</p>	<p>Revision of Existing Policy</p> <p>Revised to change “services costing more than \$25,000” to “service transactions that have a value of more than \$25,000” in the Newspaper Advertising section</p>
<p>PUR 402-02</p>	<p>Revision of Existing Policy</p>

<p>Design and Construction Consultants for Construction Projects Costing Less than \$1 Million</p>	<p>Revised to update the procedure, to add a link to a Web site and a reference to a manual, to change the name of “Purchasing” to “Purchasing and Business Services,” and to change the name of the “Limited Value Purchase Order” to “Departmental Limited Value Purchase Order”</p>
<p><u>PUR 402-03</u></p> <p>Design and Construction Consultants for Construction Projects Costing More than \$1 Million</p>	<p>Revision of Existing Policy</p> <p>Revised to change “Purchasing” to “Purchasing and Business Services,” to change “Design Review Board (DRB)” to “Public Art and Design Review Council (PADRC),” to add steps to the procedure for project closeout, to add a cross-reference, and to change “associate vice president for Administrative Services” to “associate vice provost for Administrative Services”</p>
<p><u>PUR 403-01</u></p> <p>Off-Campus Property Leases</p>	<p>Revision of Existing Policy</p> <p>Revised to change “vice president for Administrative Services” to “vice provost for Administrative Services,” to include vice provosts in the procedure, to modify requirements of the statement to accompany a Request to Lease Off-Campus Space (step 3), and to explain lease payment without monthly invoices (note to step 19)</p>
<p><u>PUR 403-02</u></p> <p>Camp Tontozona</p>	<p>Revision of Existing Policy</p> <p>Revised to change the list of items not furnished at camp, to change the capacity of Cabin D, and to change the location and mail code of Property Management</p>
<p><u>PUR 501-02</u></p> <p>Advertising for Bids</p>	<p>Revision of Existing Policy</p> <p>Revised to change “should” to “may” in the Advertising Benefits section</p>
<p><u>PUR 502-02</u></p> <p>Accepting or Rejecting Bids or Proposals</p>	<p>Revision of Existing Policy</p> <p>Revised to change the procurement limit of facsimile, telegraph, or telephone bids in the Conditions Under Which Bids or Proposals Will Be Rejected section and to change “Purchasing” to “Purchasing and Business Services”</p>
<p><u>PUR 503-01</u></p> <p>Small Business and Small Disadvantaged Business Program</p>	<p>Revision of Existing Policy</p> <p>Revised to include small women-owned businesses in the Purpose, Policy, and Definitions sections, and to change “Purchasing Department” to “Purchasing and Business Services”</p>

<p><u>PUR 602-04</u></p> <p>Prepayment of Purchase Orders and Contracts</p>	<p>Revision of Existing Policy</p> <p>Revised to state that prepayment may be acceptable for purchases under \$1,000 made by a small dollar purchasing method, purchases greater than \$1,000 if approved by the director of Purchasing and Business Services and the comptroller, equipment maintenance services beginning in July, software maintenance and upgrade services beginning in July, and to change “Purchasing” to “Purchasing and Business Services”</p>
<p><u>PUR 602-07</u></p> <p>Sales and Use Tax</p>	<p>Revision of Existing Policy</p> <p>Revised to add the form “Certification Form for Tax Exempt Machinery and Equipment Purchased for Research and Development” and to add a link to a Web site</p>
<p><u>PUR 702</u></p> <p>Gas Cylinders and Gas Products</p>	<p>Revision of Existing Policy</p> <p>Revised to change “shall” to “must” in the Policy section, to change “demurrage” to “rental,” to change procedures for ordering gas products, and to add a list of stock items available</p>
<p><u>PUR 703</u></p> <p>Sun Card Office</p>	<p>Addition of Policy</p> <p>Added to describe the Sun Card, including its history, uses, and restrictions</p>
<p><u>PUR 704</u></p> <p>University Mail Services</p>	<p>Addition of Policy</p> <p>Added to describe the functions of University Mail Services and to give its policies and procedures on different kinds of mail</p>
<p><u>PUR 901</u></p> <p>Source of Printed Forms</p>	<p>Revision of Existing Policy</p> <p>Revised to delete two forms and to update the names of two forms</p>

