

PCard Restricted Purchases Effective 09/11/2018

Purchasing Cards (PCard) may be used to for purchasing low dollar goods and services that serve a public purpose, and is permissible by the rules and regulations set forth by ASU's Financial Policies and Procedures (asu.edu/aad/manuals/fin/index.html) and ASU's Purchasing Policies and Procedures (asu.edu/aad/manuals/pur/index.html).

Exceptions :

- **Alcoholic Beverages** – Alcoholic beverages may not be purchased under any circumstances.
- **Amazon.com** – Purchases must be made via SunRISE.
- **Animals, Live** – Contact Animal Care at 480-965-5784.
- **ASU Foundation Payments** – May only be used for conference registrations or payments where services were rendered by the ASU Foundation.
- **ASU Sun Card Payments.**
- **Bottled Water** – Only PCards tied to local accounts may be used to buy bottled water.
- **Bulk Paper** – 8.5" x 11" must be purchased through [Materials Management](#).
- **Cash Advances.**
- **Chemicals** – All chemical orders must be placed through FMS. **Policy** [EHS408](#).
- **Conflicts of Interest** – Purchases where an ASU Employee has a conflict of interest and the Employee participates in the purchase process. Prohibited by state law.
- **Construction Related Activities** – This includes any indoor or outdoor remodeling, repair or maintenance activity such as the installation of cabinets or shelving, painting, cutting or moving of walls.
 - Exception: CPMG and Facilities Development Management.
- **Copiers** – Exception: Canon.
- **Employee Moving Expenses** – May not be used for pre-move, house-hunting trips or for expenses associated with moves from one residence to another.
 - Exception: Payments made directly to contracted moving companies.
- **Ethanol** – Orders are required to be placed through [SunRISE](#).
- **Fines, Penalties and Late Fees.**
- **Firearms, Ammunition and Explosives.**
- **Furniture** – Orders must be placed through FMS using a [Tri-U contracted supplier](#).
- **Floor Coverings** – Carpet or flooring requests are to be submitted to Facilities Development and Management for processing. Please [submit your order online](#) or email [FDM](#) for assistance.
- **Flowers** – Unless for an official University event. **Policy:** [FIN 401-03](#).
- **Food** – Only PCards tied to local accounts may be used to buy food. **Policy:** [FIN 420-02](#).
- **Fuel for University Vehicles.**
- **Gasses** – Orders need to be placed with ASU Gas Services through [SunRISE](#) or call 480-965-6546.
 - Exception: helium from non-compressed gas suppliers for event related purposes; e.g., Wal-Mart, Party City or Target.
- **Gift Cards.**
- **Gifts, Contributions and Donations.**
- **Hotels and Lodging** – The PCard **cannot be used to HOLD or BOOK a hotel room** for an ASU affiliate in travel status. See travel restrictions and allowances below.
- **Internet** – Charges incurred at a non-university residence or office space.
- **Legal Fees** – Contact Office of General Counsel at 480-965-4550.
- **Loans & Advances.**
- **Material Prohibited by State or Federal Law** – Examples: fireworks or controlled substances.
- **Narcotics and All Drugs.**
- **Paint** – For any inside/outside construction, **repair or maintenance purpose** of any building.
- **Personal Medical/Health-Related Services** – Unless required by ASU, such as immunizations for certain workers.

- **Personal Purchases.**
- **Postage** – Must be purchased through Mail Services.
- **Print Work > \$5,000** - Without advance buyer approval. For detailed information, see cfo.asu.edu/purchasing-services-design.
- **Printing of Anything with the ASU Logo or Word Mark, Excluding Merchandise** – Only if the purchase does not adhere to ASU Graphic Standards, asu.edu/gsm, and the ASU Communication Guide, asu.edu/commguide.
- **Printing of Department Letterhead, Business Cards, Envelopes and other ASU Stationery**
 - Except orders through The ASU Print & Imaging Lab – 480-727-1636 or print.asu.edu.
- **Printing of Merchandise with the ASU Logo** – Without approval from Trademark Management.
 - The PCard may be used to buy promotional items/merchandise with the ASU logo from approved trademark licensees only. It is the responsibility of the department to verify the vendor is an approved licensee prior to making a purchase. Vendor and art approval status can be verified by contacting Trademark Management at 480-727-7848.
- **Purchases from ASU Employees** – Prohibited by State law.
- **Radioactive Materials.**
- **Rare & Precious Metals/Minerals.**
- **Security** – Cameras, guards, software, consulting and etc.
- **Select Agents** – selectagents.gov/SelectAgentsandToxinsList.html
- **Services from an Individual or Non-Incorporated Company** – due to tax reporting requirements.
- **Splitting Transactions to Circumvent the PCard Limits** – Email PCard@asu.edu to request a temporary PCard increase.
- **Suppliers** – please refer to the Restricted Suppliers** table below.
- **Toxins** – selectagents.gov/SelectAgentsandToxinsList.html
- **Window Coverings** all window covering purchases and/or installations must be approved by the Furnishing Services Group at 480-965-2430.

Travel Restrictions/Allowances

ASU Affiliates – students, faculty and staff:

- **Restricted:** Food, fuel, ground transportation and lodging. The expenses can be claimed through a Travel Claim Voucher.
- **Allowable:** Airfare and conference registration.

Non-ASU Affiliates – consultants, interviewees, visitors and etc.:

- **Allowable:** Airfare, business meals, ground transportation and lodging – local account.

Restricted Suppliers**

COMSOL – Requests must be sent to pcard@asu.edu for approval.

Kratos – Requests must be sent to pcard@asu.edu for approval.

The UPS Store Purchases – The UPS Store is different from UPS shipping. UPS shipping — not purchased from the UPS Store — is allowable.

United States Postal Service – Requests must be sent to PCard@asu.edu for approval.

- **Note: Sponsored Accounts have additional restrictions on Office Supplies and Postage, to include overnight services such as Federal Express or Airborne.**
- **If the Grant specifies office supplies and/or postage as acceptable purchases the Sponsored Accountant needs to send an email to pcard@asu.edu to have this restriction lifted on the Purchasing Card.**
 - For every rule there is an exception: If you have an exception please email justification to pcard@asu.edu