PCard Restricted Purchases

Purchasing Cards (PCard) may be used to purchase anything that serves a public purpose, and is permissible by the rules and regulations set forth by ASU's Financial Policies and Procedures (www.asu.edu/aad/manuals/fin/index.html) and ASU’s Purchasing Policies and Procedures (www.asu.edu/aad/manuals/pur/index.html); EXCEPT:

- **Alcoholic Beverages** - Alcoholic beverages may not be purchased under any circumstances
- **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
- **Cash Advances**
- **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/outdoor remodeling, repair or maintenance activity such as: installation of cabinets or shelving, painting, cutting or moving of walls. (Exception: CPMG and Facilities Development Management)
- **Copiers**** - Place information request orders through the Canon Form in SunRISE
- **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 & Late Fees**
- **Firearms, Ammunition & Explosives**
- **Floor Coverings** - Carpet/Flooring requests are to be submitted to Facilities Development and Management (FDM) 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; ex: Wal-Mart, Party City, Target, etc.)
- **Gift Cards**
- **Gifts, Contributions & Donations**
- **Hotels & Lodging** - The PCard cannot be used to HOLD or BOOK a hotel room for an ASU affiliate in travel status. (See Travel Restrictions/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, Controlled Substances, etc.
- **Narcotics & 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 https://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 (http://www.asu.edu/gsm) and the ASU Communication Guide (http://www.asu.edu/commguide/). Contact Steve Harper at 480.965.3203 or Terri Shafer at 480.965.3865 for logo/word mark approval.

- Printing of Department Letterhead, Business Cards, Envelopes and other ASU Stationery - Except orders through The ASU Print & Imaging Lab (480.727.1636 or http://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

- Select Agents (http://www.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

- Toxins (http://www.selectagents.gov/SelectAgentsandToxinsList.html)

- Transactions $25,000+ - Any transaction of $25,000 or more will require specific approval by both Purchasing and Financial Services. The PCard Single Transaction >$25,000 Form can be found on http://www.asu.edu/purchasing/forms/$25,000-$50,000-Increase.pdf

- Tuition Payments to ASU

- Window Coverings - Requests are to be submitted to Facilities Development and Management (FDM) for processing. (Please submit your order online or email FDM for assistance)

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<tr>
<th>Travel Restrictions/Allowances</th>
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<tr>
<td><strong>ASU Affiliates (faculty, staff &amp; students):</strong></td>
</tr>
<tr>
<td>• Restricted: Food, ground transportation, lodging and fuel. The ASU Travel Card should be used for these expenses</td>
</tr>
<tr>
<td>• Allowable: Airfare and conference registration</td>
</tr>
<tr>
<td><strong>Non-ASU Affiliates (visitors, interviewees, consultants, etc.):</strong></td>
</tr>
<tr>
<td>• Allowable: Airfare, lodging, ground transportation and business meals (local account)</td>
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<tr>
<th>Restricted Suppliers</th>
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<tr>
<td>• COMSOL - Requests must be sent to <a href="mailto:PCard@asu.edu">PCard@asu.edu</a> for approval</td>
</tr>
<tr>
<td>• Kratos - Requests must be sent to <a href="mailto:PCard@asu.edu">PCard@asu.edu</a> for approval</td>
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<tr>
<td>• UPS Store - The UPS Store is different from UPS shipping. UPS shipping—not purchased from the UPS Store—is allowable</td>
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(To every rule there is an exception: If you have an exception please email justification to PCard@asu.edu)

**ASU has partnered with Canon to create the Sustainable Digital University in support of our sustainability initiatives. For printing, scanning and other document needs, contact Document Services at DigU@asu.edu. Our partners will visit your department, conduct an audit and needs assessment of your current document resources, and propose a right-sized integrated solution for your specific needs. This solution will allow your department to take full advantage of the University's standard technology model for sustainable digital document services.

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 PCard.)