PCard Restricted Purchases   Effective 02/18/2020

It is not recommended international purchases be placed using a PCard. Please submit a requisition through the FMS system.

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.
- **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/Biologicals** – All chemical/biological orders MUST be placed through FMS. Policy EHS408. If there is a valid reason why you cannot order through FMS, you MUST complete the EHS chemical/biological purchase form prior to purchase and abide by the policy. Departments are required to maintain the approval from EHS with their PCard documents and should obtain all documentation related to chemical/biological purchases.
- **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.
- **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 (exception Facilities Management)** – 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 > $10,000** - Without advance buyer approval. For detailed information, see [cfso.asu.edu/purchasingservices-design](http://cfso.asu.edu/purchasingservices-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](http://asu.edu/gsm), and the ASU Communication Guide, [asu.edu/commguide](http://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](http://print.asu.edu).

• **Printing of Merchandise with the ASU Logo** – Without approval from Trademark Management.

• **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](http://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](mailto:PCard@asu.edu) to request a temporary PCard increase.

• **Suppliers** – please refer to the Restricted Suppliers** table below.

• **Toxins** – Policy [EHS112 selectagents.gov/SelectAgentsandToxinsList.html](http://selectagents.gov/SelectAgentsandToxinsList.html)

• **Tuition Payments to ASU**

• **Window Coverings** all window covering purchases and/or installations must be submitted to Facilities Development and Management for processing. Please [submit your order online](http://submit.your.order.online) or email [FDM](mailto:FDM) for assistance.

### 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**

• **Amazon.com** – Purchases must be made via SunRISE with the exception of eBooks.

• **COMSOL** – Requests must be sent to [pcard@asu.edu](mailto:pcard@asu.edu) for approval.

• **Kratos** – Requests must be sent to [pcard@asu.edu](mailto:pcard@asu.edu) for approval.

• **Slack** – Requests must be sent to [Nathan.Corwin@asu.edu](mailto:Nathan.Corwin@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](mailto: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