PCard Restricted Purchases  Effective 12/11/2018

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** – 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 (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 > $5,000** - Without advance buyer approval. For detailed information, see [cfo.asu.edu/purchasingservices-design](http://cfo.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. 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](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** – [selectagents.gov/SelectAgentsandToxinsList.html](http://selectagents.gov/SelectAgentsandToxinsList.html)

• **Tuition Payments to ASU**

• **Window Coverings** all window covering purchases and/or installations must be approved by the Furnishing Services Group at 480-965-2430.

### Travel Restrictions/Allowances

<table>
<thead>
<tr>
<th>ASU Affiliates – students, faculty and staff:</th>
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<tbody>
<tr>
<td><strong>Restricted:</strong> Food, fuel, ground transportation and lodging. The expenses can be claimed through a Travel Claim Voucher.</td>
</tr>
<tr>
<td><strong>Allowable:</strong> Airfare and conference registration.</td>
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</tbody>
</table>

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<tr>
<th>Non-ASU Affiliates – consultants, interviewees, visitors and etc.:</th>
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</thead>
<tbody>
<tr>
<td><strong>Allowable:</strong> Airfare, business meals, ground transportation and lodging – local account.</td>
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### 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.

**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