

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**
- **Salesforce** – all Salesforce orders must go through UTO, [Ryan Clemens](#).
- **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](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)

Travel Restrictions/Allowances

ASU Affiliates (faculty, staff & students):

- **Restricted:** Food, ground transportation, lodging and fuel. The ASU Travel Card should be used for these expenses
- **Allowable:** Airfare and conference registration

Non-ASU Affiliates (visitors, interviewees, consultants, etc.):

- **Allowable:** Airfare, lodging, ground transportation and business meals (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
- **United States Postal Service** – Requests must be sent to PCard@asu.edu for approval
- **UPS Store** - The UPS Store is different from UPS shipping. UPS shipping—not purchased from the UPS Store—is allowable

(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.)