PCardRestrictedPurchases

PurchasingCards(PCard)maybeusedtopurchasethingsthatserveapublicpurpose,andispermissiblebytherulesandregulationssetforthbyASU'sFinancialPoliciesandProcedures(www.asu.edu/aad/manuals/fin/index.html)andASU'sPurchasingPoliciesandProcedures(www.asu.edu/aad/manuals/pur/index.html);EXCEPT:

- **AlcoholicBeverages** - Alcoholicbeveragesmaynotbeusedunderanycircumstances
- **Animals,Live** - ContactAnimalCareat480.965.5784
- **ASUFoundationPayments** - MayonlybeusedforconferenceregistrationsorpaymentswheretheserviceswererenderedbytheASUFoundation
- **ASUSunCardPayments**
- **BottledWater** - OnlyPCards tied to Local Accounts may be used to buy bottled water
- **CashAdvances**
- **ConflictsofInterest** - PurchaseswhereanASUEmployeehasaconflictofinterestandtheEmployeeparticipatesinthepurchaseprocess(ProhibitedbyStatelaw)
- **ConstructionRelatedActivities** – This includes any indoor/outdoorremodeling, repair or maintenance activity such as: installation of cabinets or shelving, painting, cutting or moving of walls. (Exception: CPMG and Facilities Development Management)
- **Copiers**** - PlaceinformationrequestordersthroughtheCanonForminSunRISE
- **EmployeeMovingExpenses** - 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&LateFees**
- **Firearms,Ammunition&Explosives**
- **FloorCoverings** - Carpet/FlooringrequestsaretobesubmittedtoFacilitiesDevelopmentandManagement(FDM)forprocessing.(Please submityourorderonlineoremailFDMforassistance)
- **Flowers** - Unless for an official University event. *(Policy: FIN401-03)*
- **Food** - Only PCards tied to Local Accounts may be used to buy food. *(Policy: FIN420-02)*
- **FuelforUniversityVehicles**
- **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.)
- **GiftCards**
- **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 TravelRestrictions/Allowancesbelow)*
- **Internet** - Charges incurred at a non-university residence or office space
- **LegalFees** - Contact Office of General Counsel at 480.965.4550
- **Loans&Advances**
- **MaterialProhibitedbyStateorFederalLaw** – Examples: Fireworks, Controlled Substances, etc.
- **Narcotics&AllDrugs**
- **Paint** - For any inside/outside construction, repair or maintenance purpose of any building
- **PersonalMedical/Health-RelatedServices** - Unless required by ASU; such as immunizations for certain workers
- **PersonalPurchases**
- **Postage** - Must be purchased through Mail Services
- **PrintWork>$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/) and 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.

• 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</strong> (faculty, staff &amp; students):</td>
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<tr>
<td>• <strong>Restricted</strong>: Food, ground transportation, lodging and fuel. The ASU Travel Card should be used for these expenses</td>
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<tr>
<td>• <strong>Allowable</strong>: Airfare and conference registration</td>
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<tr>
<td><strong>Non-ASU Affiliates</strong> (visitors, interviewees, consultants, etc.):</td>
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<tr>
<td>• <strong>Allowable</strong>: 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>• <strong>COMSOL</strong> - Requests must be sent to <a href="mailto:PCard@asu.edu">PCard@asu.edu</a> for approval</td>
</tr>
<tr>
<td>• <strong>Kratos</strong> - Requests must be sent to <a href="mailto:PCard@asu.edu">PCard@asu.edu</a> for approval</td>
</tr>
<tr>
<td>• <strong>United States Postal Service</strong> – Requests must be sent to <a href="mailto:PCard@asu.edu">PCard@asu.edu</a> for approval</td>
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<tr>
<td>• <strong>UPS Store</strong> - 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.)