

Order Transaction Types and Forms

Purchasing Transactions

Procurement of goods and services and reimbursements can be accomplished by processing one of several transaction forms or online service. The nature of the transaction determines the form or method to be used. The transaction forms available and the online service for use are listed in the table below.

Document	Required or Preferred Processing Mode	On-Campus or Off-Campus Use	Encumbered?
1. Purchase Request	Online RX	Off-campus	Pre-encumbered
2. Departmental Limited Value Purchase Order	Offline and Online	Off-campus	Yes
3. Request for Check	Online PV	Off-campus and employee reimbursements	No
4. Internal Purchase Order	Online PO	On-campus	Yes
5. Intra-Institutional Voucher (Quick Turnaround Form)	Offline	On-campus	No
6. Stock Requisition (ASU Stores stock)	Online* SR	On-campus	Pre-encumbered
7. Purchasing Card (Not a document)	Offline	Both	No Expense posted to Advantage within seven days
8. SunRISE	Online	Both	yes
* May also be done in offline mode, but the online method is preferred.			

Off-Campus Purchases

Purchase Request Online

An online purchase request (RX) for off-campus use is entered and approved online by an end user and routed electronically to Purchasing and Business Services (see [PUR 303-01](#), "Purchase Requests," for the off-campus purchase request policies). Normal processing time is two to six workdays for transactions between \$5,000 and \$25,000, and six to ten workdays for transactions of \$5,000 or less. Purchasing Cards should be used for transactions of \$5,000 or less.

Departmental Limited Value Purchase Order

A Departmental Limited Value Purchase Order (PDLVPO) is issued directly to the supplier by an ASU department. It is not necessary to obtain approvals from Accounts Payable or Purchasing and Business Services (see [PUR 304-01](#), "Departmental Limited Value Purchase Orders," for the PDLVPO policies and procedures). A PDLVPO may be processed immediately by a department, but must be entered into Advantage within 3 work days.

Request for Check

An online request for check (PV) is used when the purchase does not require a purchase order, or when an invoice has already been received from a vendor on a purchase not requiring a purchase order. A listing of those purchases not requiring a purchase order is presented in [PUR 301-02](#), "Purchases Not Requiring a Purchase Order." When a PV is entered and approved online by an end user, it will be electronically routed to Accounts Payable. A screen print of the PV document with supporting documentation should be forwarded to Accounts Payable.

SunRISE

An online ordering method where end users request access by completing the Request for SunRISE Access Form http://asu.edu/purchasing/pdf/sunrise_request_IA.pdf. Once access is given the end user can go online and order from over 100 electronic catalogs. All orders follow an electronic workflow for approval. Requisitions can accommodate multiple suppliers – once the requisition is approved each supplier receives an electronic PO. Normal processing time is instantaneous and items are normally received within 3 days.

On-Campus Purchases

Internal Purchase Order Online

An online internal purchase order (PO) is entered and approved online by an end user to procure goods and services from a university service department when a blanket purchase order is desired, or when use of a quick turnaround form, discussed below, is not permitted (see [PUR 302-02](#), "On-Campus Goods and Services Listing," for a listing of university service departments and [PUR 302-01](#), "Internal Purchase Orders," for the internal purchase order policies).

Stock Requisition

The stock requisition (SR) is used to procure ASU Stores stock items. The SR is entered and approved online by an end user and is routed electronically to ASU Stores.

Quick Turnaround Forms

Quick turnaround forms are used to procure goods and services from the ASU Bookstore (ASU Bookstore Order Form), Digital Document Services, ASU Stores (Stores Order Form), Mail Services (Mail Processing Request Form), Lab Stores (Lab Stores Charge Ticket), and Telephone Services (Telephone Services Request Form) (see [PUR 302-03](#), "Quick Turnaround Forms," for quick turnaround form policy).

Both Off- and On-Campus Purchases

Purchasing Card

The Purchasing Card is the **preferred** method of making off-campus small-dollar purchases for those departments authorized to use it. Some on-campus service providers also accept the Purchasing Card. (See [PUR 304-04](#), "The Purchasing Card," for policy). The Purchasing Card may be used at any time for transactions of \$5,000 or less.