Small Dollar Purchases

How do I make a small dollar purchase?

You have your choice of six separate small order systems:

1. The ASU Preferred Method of Payment for small dollar purchase is the Purchasing Card which is available for most purchases under $5,000. Use the ASU Purchasing Card in the same way you would use a VISA card, paying the supplier directly and immediately.

2. A Departmental Limited Value Purchase Order (PDLVPO) for purchases under $5,000 is a pre-signed, blank purchase order with both an online and a hard copy component. Use the PDLVPO when you want a record of your purchase, when you want to send a student to the supplier, when you want to encumber funds, and when the transaction is over $200.

3. A Request for Check (PV) is a check without a purchase order. Requests for Check are available for select purchases under $5,000 although a variety of commodities have higher limits. The list of commodities and dollar limits can be viewed in the Purchasing and Business Services Policy and Procedure Manual, PUR 301-02, located online at www.asu.edu/aad/manuals/pur/purvversions.html. Click on PUR. Use the Request for Check (PV) when you already have an invoice under $200. Submit the invoice for payment together with the Request for Check Employee reimbursements for purchases under $500 can also be requested via a Request for Check (PV). Deans, Directors, and most Business Operations Managers may approve reimbursements in excess of $500.

4. Petty cash funds are available for purchases under $500. Use petty cash to reimburse employees for low-cost supplies that need to be purchased immediately.

5. The Corporate Travel Card is available for travel related expenses. Use this card to charge reimbursable expenses associated with business travel.

6. Purchases made from other campus departments or providers may be made using one of the following: Interdepartmental Purchase Order, Quick Turnaround Form (purchase without an Interdepartmental Purchase Order), Stock Requisitions (SR’s) from ASU Stores and Lab Stores, and Debit Card. The campus department or provider from which you are making the purchase can assist you with their preferred method and form. Items stocked on campus, or services provided by on-campus suppliers, are generally delivered faster and less expensive than off-campus sources.

How do I access these programs?

Your department may already have access to these programs. Please contact your college or department Business Operations Manager for details.

The Departmental Limited Value Purchase Order program requires training. Contact the Advantage Helpline at 5-2334 for information about training classes.

Procedures for employee reimbursements, petty cash, and the Corporate Travel Card can be found in the Financial Services Office Policy and Procedures manual online.

Information about the American Express Corporate Travel Card can be found online at the Financial Services Travel Section. http://www.asu.edu/aad/manuals/com/index.html

Information about the ASU Purchasing Card can be found online.

Call Purchasing & Business Services at 965-3270 for further information or assistance with small dollar purchases.