PCard Restricted Purchases   Effective 08-18-2021

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 and ASU’s Purchasing Policies and Procedures.

Exceptions:

• **Alcoholic Beverages** – Alcoholic beverages may not be purchased under any circumstances.
• **Animals, Live** – Contact Animal Care at 480-965-4385.
• **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/Biologicals** – All chemical/biological orders MUST be placed through FMS. **Policy EHS408.** If there is a valid reason why you cannot order through FMS, you MUST complete the **EHS chemical/biological purchase form** prior to purchase and abide by the policy. Departments are required to maintain the approval from EHS with their PCard documents and should obtain all documentation related to chemical/biological purchases.
• **Cleaning and Decontamination Services**
• **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.
  o Exception: CPMG and Facilities Development Management.
• **Copiers and Multi-function, desktop, or laser printers**
• **Employee Moving Expenses** – May not be used for pre-move, house-hunting trips or for expenses associated with moves from one residence to another.
  o 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** – Except orders placed through 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.
  o Exception: helium from non-compressed gas suppliers for event related purposes; e.g., Walmart, 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.**

• **PlexiGlass and other COVID-19 related partitioning.**

• **Printing of Anything with the ASU Logo or Word Mark** – Only if the purchase does not adhere to ASU Graphic Standards, and the ASU Communication Guide.
  
  o **Merchandise** must be purchased through an approved trademark licensee only or approval from Trademark Management is required.

• **Printing of Department Letterhead, Business Cards, Envelopes and other ASU Stationery**
  
  o Except orders through The **ASU Print & Imaging Lab** – 480-727-1636.

• **Purchases from ASU Employees** – Prohibited by State law.

• **Radioactive Materials.**

• **Rare & Precious Metals/Minerals.**

• **Security** – Cameras, guards, software, consulting and etc.

• **Select Agents and Toxins** – Policy **EHS112, Select Agents and Toxins List.**

• **Servers** – See definition on last page.

• **Services from an Individual or Non-Incorporated Company** – due to tax reporting requirements.

• **Splitting Transactions to Circumvent the PCard Limits** – Email **PCard at ASU** to request a temporary PCard increase.

• **Tuition Payments to ASU**

• **Window Coverings** all window covering purchases and/or installations must be submitted to Facilities Development and Management for processing. Please submit your order online or email **FDM** for assistance.

<table>
<thead>
<tr>
<th>Travel Restrictions/Allowances</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASU Affiliates</strong> – students, faculty and staff:</td>
</tr>
<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>
</tr>
<tr>
<td><strong>Non-ASU Affiliates</strong> – consultants, interviewees, visitors and etc.:</td>
</tr>
<tr>
<td>• <strong>Allowable:</strong> Airfare, business meals, ground transportation and lodging – local account.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Restricted Suppliers**</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Amazon.com</strong> – Purchases must be made via SunRISE with the exception of eBooks.</td>
</tr>
<tr>
<td><strong>COMSOL</strong> – Requests must be sent to <strong><a href="mailto:pcard@asu.edu">pcard@asu.edu</a></strong> for approval.</td>
</tr>
<tr>
<td><strong>Kratos</strong> – Requests must be sent to <strong><a href="mailto:pcard@asu.edu">pcard@asu.edu</a></strong> for approval.</td>
</tr>
<tr>
<td><strong>Slack</strong> – Requests must be sent to <strong><a href="mailto:Nathan.Corwin@asu.edu">Nathan.Corwin@asu.edu</a></strong> for approval.</td>
</tr>
</tbody>
</table>
• 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.

**Server:** Any equipment that is being purchased with the intent to use as a server. A server is any physical computer, virtual computer, or system that accepts incoming connections from client systems and provides services, data, and or other resources over a network connection. A desktop computer may be considered a server if it provides services to other computing systems. PCs and laptops can be a server but are most often not purchased for this use.

For every rule, there is an exception. If you have an exception request, please send the justification to pcard@asu.edu. Also, if you have additional questions, please email pcard@asu.edu.