PCard Restricted Purchases   Effective 08/03/2018

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 (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
- **Amazon.com** – Purchases must be made via SunRISE
- **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
- **Bulk Paper** – 8 ½ x 11 must be purchased through Materials Management
- **Cash Advances**
- **Chemicals** – All chemical orders must be placed through FMS (Policy EHS408)
- **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** – (Exception: Canon)
- **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](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](http://www.asu.edu/gsm)) and the ASU Communication Guide ([http://www.asu.edu/commguide/](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/](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**
• **Security** – (Cameras, guards, software, consulting, etc.)
• **Select Agents** ([http://www.selectagents.gov/SelectAgentsandToxinsList.html](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
• **Suppliers listed below**
• **Toxins** ([http://www.selectagents.gov/SelectAgentsandToxinsList.html](http://www.selectagents.gov/SelectAgentsandToxinsList.html))
• **Window Coverings** all window covering purchases and/or installations must be approved by the Furnishing Services Group at 480.965.2430.

### Travel Restrictions/Allowances

**ASU Affiliates (faculty, staff & students):**
- **Restricted:** Food, ground transportation, lodging and fuel. The expenses can be claimed through a Travel Claim Voucher
- **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)

**The UPS Store Purchases** (The UPS Store is different from UPS shipping. UPS shipping—not purchased from the UPS Store—is allowable)

**United States Postal Service** – Requests must be sent to PCard@asu.edu for approval

• **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).
• (To every rule there is an exception: If you have an exception please email justification to pcard@asu.edu)