Purchase Card Restricted Purchases

Purchasing Cards may be used to purchase anything that serves 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.

Except:

- Alcoholic Beverages - Alcoholic beverages may not be purchased under any circumstances
- 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 P-cards tied to Local Accounts may be used to buy bottled water.
- Cash advances.
- 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** - Place information request orders through the Canon Form in SunRISE.
- 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 and late fees.
- Firearms, ammunition and explosives
- Floor Coverings - Carpet/flooring requests are to be submitted to Facilities Development and Management for processing. Please submit your order online or email FDM.
- Flowers - Unless for an official University event; FIN 401-03.
- Food - Only P-cards tied to Local Accounts may be used to buy food; 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.
- Gift cards.
- Gifts, contributions and donations
- Hotels and lodging - The P-card cannot be used to hold or book a hotel room for an ASU affiliate in travel status. See below Travel Restrictions/Allowances.
- Internet - Charges incurred at a non-university residence or office space
- Legal Fees - Contact Office of General Counsel at 480.965.4550
- Loans and advances
- Narcotics and 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.
- Printing of Anything with the ASU Logo or word mark, excluding merchandise - Only if the purchase does not adhere to ASU Graphic Standards and the ASU Communication Guide. Contact Steve Harper at 480-965-3203 for logo or work mark approval.
• Printing of Department Letterhead, business cards, envelopes and other ASU stationery except orders through the ASU Print & Imaging Lab.
• Printing of merchandise with the ASU logo - Without approval from Trademark Management. The P-card 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 and precious metals and minerals.
• Salesforce – all Salesforce orders must go through UTO, Ryan Clemens.
• Select Agents.
• Services from an Individual or Non-Incorporated Company due to tax reporting requirements.
• Splitting Transactions to Circumvent the P-card Limits - Email P-card to request a temporary P-card increase.
• Toxins.
• Transactions $25,000+ - Any transaction of $25,000 or more will require specific approval by both Purchasing and Financial Services. Submit the P-card single transaction >$25,000 form.
• Tuition Payments to ASU.
• Window Coverings - Requests are to be submitted to Facilities Development and Management for processing. Please submit your order online or email FDM for assistance.

<table>
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<tr>
<th>Travel Restrictions/Allowances</th>
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<tbody>
<tr>
<td><strong>ASU faculty, staff and students:</strong></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 - visitors, interviewees, consultants:</strong></td>
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<tr>
<td>• <strong>Allowable:</strong> Airfare, lodging, ground transportation and business meals</td>
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<tr>
<th>Restricted Suppliers</th>
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<td>• <strong>COMSOL</strong> - Requests must be sent to P-card for approval.</td>
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<tr>
<td>• <strong>Kratos</strong> - Requests must be sent to P-card for approval.</td>
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<tr>
<td>• <strong>United States Postal Service</strong> – Requests must be sent to P-card 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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If you have an exception please email justification to P-card.

**ASU has partnered with Canon to create the Sustainable Digital University in support of our sustainability initiatives. For printing, scanning and other document needs, email Document Services. 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 P-card to have this restriction lifted on the P-card.