

Effective April 30, 2025

It is not recommended that international purchases are made with a Purchasing Card. Please submit a requisition through the [Financial Management System](#).

P-Cards may be used 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 may not be purchased under any circumstances.
- All items prohibited transactions per [FIN 401-03](#). Please refer to policy.
- ASU Foundation payments — may only be used for conference registrations or expenses where the ASU Foundation rendered services.
- ASU Sun Card payments.
- Bottled water — only P-Cards tied to local accounts may be used to buy bottled water.
- Bulk paper — P-Card holders must purchase 8.5"x11" paper through Materials Management.
- Cash advances.
- Chemicals or biologicals — P-Card holders must place all chemical and biological orders through FMS per [EHS 408](#). If there is a valid reason why you cannot order through FMS, you must [complete the Environmental Health and Safety chemical and biological purchase form](#) before the purchase and abide by the policy. Departments are required to maintain the approval from EHS with their P-Card documents and should obtain all documentation related to chemical and 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 are prohibited by state law.
- Construction-related activities, including any indoor or outdoor remodeling, repair or maintenance activity like installing cabinets, shelving, painting, or cutting or moving walls.
 - Exception — Capital Programs Management Group and Facilities Development Management.
- Copiers and multi-function desktop, laser printers, or 3D metal printers, including leases and maintenance..
- Employee moving expenses may not be used for pre-move, house-hunting trips or costs associated with moves from one residence to another.
 - Exception — payments made directly to contracted moving companies.
- Ethanol — P-Card holders must place orders 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 per [FIN 401-03](#).
- Food — only P-Cards tied to local accounts may be used to buy food per [FIN 420-02](#).
- Fuel for university vehicles.
- Gasses — P-Card holders must place orders through ASU Gas Services in FMS.
 - Exception — helium from non-compressed gas suppliers for event-related purposes.
- Gift cards.
- Gifts, contributions and donations.
- Hotels and lodging — P-Cards cannot be used to book a hotel room for an ASU affiliate in travel status.
- Internet charges incurred at a non-university residence or office space.
- Legal Fees — contact the Office of General Counsel at 480-965-4550.
- Live animals — contact Animal Care at 480-965-4385 for assistance.
- Loans and advances.
- Material prohibited by state or federal law such as fireworks or controlled substances.
- Merchandise or printing of materials with an ASU logo or wordmark. Materials with an ASU logo or wordmark must be purchased through an [approved trademark licensee](#) or receive approval from Trademark Management.
- Narcotics and all drugs.
- Paint for the construction, repair or maintenance of any building.
 - Exception — Facilities Development and Management.
- Personal medical and health-related services, unless required by ASU, such as immunizations for certain workers.
- Personal purchases.
- Plexiglass and other COVID-19-related partitioning.
- Postage/Stamps – must be purchased through Mail Services [PUR 225](#).
- Printing department letterhead, business cards, envelopes and other ASU stationery must be ordered through the ASU Print and Imaging Lab. Contact the Print and Imaging lab at 480-727-1636 for assistance.



P-Card restricted purchases list

- Purchases from ASU employees are prohibited by state law.
- Radioactive materials.
- Rare and precious metals and minerals.
- Security — cameras, guards, software, consulting, etc.
- Servers — physical computers, virtual computers or a system that accepts incoming connections from client systems and provides services, data or other resources over a network connection. A desktop computer may be considered a server if it services other computing systems. PCs and laptops can be servers but are often not purchased for this use.
- Services from an individual or non-incorporated company due to tax reporting requirements.
- Specific agents and toxins per [EHS 112](#).
- Splitting transactions to circumvent the P-Card limits. [Email Purchasing and Business Services](#) to request a temporary P-Card increase.
- Tuition payments to ASU.
- Window coverings — all window covering purchases and installations must be submitted to Facilities Development and Management for processing. Please [submit your order online](#) or [email FDM](#) for assistance.

Travel restrictions and allowances

- Students, faculty and staff.
 - Restricted.
 - Food.
 - Fuel.
 - Ground transportation.
 - Lodging.
 - Allowable.
 - Airfare.
 - Conference registration.
- Consultants, interviewees, visitors, etc.
 - Allowable for local accounts only.
 - Airfare.
 - Business meals.
 - Ground transportation.
 - Lodging.

Restricted suppliers

- Amazon.com — purchases must be made through SunRISE except for e-books.
- COMSOL — [email requests to Purchasing and Business Services](#) for approval.
- DocuSign — [email requests to Nathan Corwin, executive director, University Technology Office](#), for approval.
- Kratos — [email requests to Purchasing and Business Services](#) for approval.
- Slack — [email requests to Nathan Corwin, executive director, University Technology Office](#), for approval.
- Trophy Den – Refer to restriction for merchandise or printing with an ASU logo or wordmark.

Please [email Purchasing and Business Services](#) if you have an exception request or questions.