

P-Card Restricted Purchases

You may use your Purchasing Card to purchase anything that serves a public purpose, and is permissible by the rules and regulations set forth by ASU's FIN manual (www.asu.edu/aad/manuals/fin/index.html) and ASU's Purchasing Policies and Procedures (www.asu.edu/aad/manuals/pur/index.html) **EXCEPT:**

Any Tuition Payments to ASU.

Alcoholic Beverages for any purpose

ASU Foundation Payments (other than conference registration and other payments where services were rendered by the ASU Foundation.)

ASU Sun Card Payments

Animals, Live (contact Animal Care at 480.965.5784)

Bottled Water (unless with a P-Card tied to a Local Account)

Car Rentals (while on travel status)

Cash Advances

Construction Related Activities – includes any remodeling activity such as installation of cabinets or shelving, painting, cutting or moving of walls. (except for CPMG and Facilities Development and Management)

Copiers** (contact Digital Document Services at 480.965.9833)

Employee Moving Expenses (except direct payments to contracted moving companies. The P-Card may not be used for pre-move house-hunting trips or for expenses associated with the move from the old residence to the new residence.)

Fines, Penalties and Late Fees

Firearms, Ammunition, and Explosives

Floor Coverings all floor covering purchases and/or installations must be approved by the Furnishing Services Group at 480.965.5378.

Flowers (Must follow FIN 401-03 policy)

Food (Food can only be purchased on a P-Card tied to a Local Account) **Itemized receipts are required. Reference: FIN Manual 420-02**

Furniture (except as authorized and documented by Liz Chandler at the Furnishing Services Group at 480-965-0578)

Fuel for University Vehicles

Gasses (except helium from non-compressed gas suppliers for event related purposes - ex: Wal-Mart, Party City, Target, etc...) Contact Gas Services at 480.965.6546 for all other gasses.

Gifts, Contributions and Donations

Gift Cards

Hotels & Lodging while ASU affiliate is in travel status (see Travel Expenses below) The P-Card **cannot** be used to **HOLD a hotel room.**

Internet charges incurred at a non-university residence or office space

Transactions >\$25,000 Any transaction of \$25,000 or more requires specific approval by both Purchasing and Financial Services. The P-Card Single Transaction >\$25,000 Form can be found on [http://www.asu.edu/purchasing/forms/\\$25,000-\\$50,000-Increase.pdf](http://www.asu.edu/purchasing/forms/$25,000-$50,000-Increase.pdf)

Legal Fees (contact General Counsel at 480-965-4550.)

Loans & Advances

Material prohibited by State or Federal law (like fireworks or controlled substances.)

Medical, Health-Related Services

Narcotics & all Drugs

Paint (for any construction purpose, inside or outside of any building)

Personal Purchases

Postage must be purchased through Mail Services

Print Work > \$5,000 without advance Print Buyer approval. Contact Yumeka Rhodes at 480.965.2431. To see detail info go http://print.asu.edu/printing_procedures .

Printing of Merchandise with the ASU Logo without approval from Trademark Management. The P-

Card may be used to buy logoed promotional items and logoed merchandise from approved trademark licensees only. The department making the purchase should verify that the vendor is an approved licensee prior to purchase. Vendor and art approval status can be verified by contacting Trademark Management at 480.727.7848.

Printing of Anything with the ASU Logo or Word Mark, Excluding Merchandise that does not adhere to ASU Graphic Standards (<http://www.asu.edu/gsm>) and the ASU Communication Guide (<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 through The ASU Print & Imaging Lab at 480.727.1636 or <http://print.asu.edu/>)

Purchases from ASU Employees (against State law.)

Purchases in which an ASU Employee has a Conflict of Interest, and that Employee Participates in the Purchase Process (against State law.)

Radioactive Materials

Rare & Precious Metals

Services from an Individual or Non-Incorporated Company (because of tax reporting requirements.)

Splitting Purchases to Circumvent the Card Limits (email pcard@asu.edu for temporary P-Card increase)

Travel Expenses for Employees

1. **NOT ALLOWED** - Lodging & Food associated with *employee travel* should be put on the Diners Club Corporate Travel Card or personal credit card to be reimbursed through a Travel Claim Voucher.
2. **ALLOWED EXPENSE ON P-CARD - Airfare** for employees (in travel status), interviewees and consultants may be paid with the Purchasing Card.
3. **ALLOWED EXPENSE ON P-CARD** - Lodging in the metropolitan Phoenix area for interviewees, consultants as agreed via contract, and other **non**-employees.
4. **ALLOWED EXPENSE ON P-CARD** - Lodging and food purchases (*food on local account only*) for **ASU hosted** events and conferences.

Contact <http://cfo.asu.edu/purchasing-sunmart-hotel> concerning ASU Contracted Hotels.

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

Window Coverings all window covering purchases and/or installations must be approved by the Furnishing Services Group at 480.965.5378.

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

ASU has partnered with Canon to create the [Sustainable Digital University](#) in support of our sustainability initiatives. For printing, scanning and other document needs, contact Document Services Director Robert Lane at DigU@asu.edu. 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 to pcard@asu.edu to have this restriction lifted on the Purchasing Card)