

Effective June 17, 2022

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.
- 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 or laser printers, including leases and maintenance.
- COVID-19 supplies, including, but not limited to, masks, respirators and rapid COVID-19 tests. P-Card holders may order all COVID-19-related supplies from ASU inventory in FMS.
- 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 hold or 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.
- 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.
- 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.

Sponsored accounts have additional office supplies and postage restrictions, including overnight services such as FedEx or DHL. If the grant specifies office supplies or postage as acceptable purchases, the sponsored accountant should [email Purchasing and Business Services](#) to have this restriction lifted from their P-Card.

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