

# ASA Supervisor Request Form

Please submit your request to your supervisor. Remember, you will need to submit your request to Andrea Stark at least 48 hours before your event date. Please review the P-card Restricted Purchases at the end of the form. No gifts, prizes, awards, or food for celebrations may be purchased using the P-card. If you have any questions, please ask. You may select a caterer from the Approved Food Vendor List to provide the estimate for your event: [https://eoss.asu.edu/sites/default/files/Approved\\_Food\\_Providers\\_List.pdf](https://eoss.asu.edu/sites/default/files/Approved_Food_Providers_List.pdf)

Person Requesting Funds:

Business purpose for your event:

Title of Meeting:

Location of Meeting:

# of Attendees invited:

Date of Event:

Desired Caterer:

Estimated total:

Why is this request a priority?

Supervisor Approval Signature:

## 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](http://www.asu.edu/aad/manuals/fin/index.html)) and ASU's Purchasing Policies and Procedures ([www.asu.edu/aad/manuals/pur/index.html](http://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)

**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). Paint (for any construction, **repair or maintenance purpose**, inside or outside of any building).

**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**

**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**

**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** (unless required by ASU, such as immunizations for certain workers)

**Narcotics & all Drugs**

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

**Personal Purchases**

7 REV.11/04/14CM

**Postage** must be purchased through Mail Services

**Print Work > \$5,000** without advance Print Buyer approval. For detailed information, see

<https://cfo.asu.edu/purchasing-services-design>.

**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](mailto:pcard@asu.edu) for temporary P-Card increase)

Reference <http://cfo.asu.edu/purchasing-sunmart-hotel> for 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 480.965.2430.