

ASU State and Local Accounts Expenditure Guidelines

1. Checklist for out-of-pocket reimbursement:
 - Original Itemized Receipts – Must obtain original itemized receipts.
 - Date of Receipts – The dates must be recent (within 90 days of purchase date).
 - Method of Payment on the Receipts – Submit signed justification memo if method of payment is not available.
 - Business Related Purchases – The item must be for business use only.
 - Dollar amount is limited to ≤\$1000.

2. The following are specific PROHIBITED transactions on all ASU Accounts: See [Fin: 401-03](#) for complete list exclusive of W.P. Carey restricted items:
 - Alcoholic expenditures, regardless of purpose;
 - Use of sponsored funds, unless specifically authorized by the contract;
 - Any interviewee expenditures other than standard interviewee expenses which include air, hotel, food, and transportation;
 - Flowers (see FIN Manual 401-03 – “...unless the items are needed in conjunction with an official University event”) – Must use Local funds;
 - Gifts from University funds to organizations or individuals;
 - Luncheons with faculty or staff on Administrative Professionals' Day, birthdays, holidays, etc to show appreciation;
 - Individual entertainment expenses for recruitment are only for a couple of ASU people plus the candidate. If spouses of faculty go along to dinner, the faculty member pays for his/her spouse;
 - No food on state accounts except for per diem as itemized on ASU Travel Claim form;
 - A business meal that costs more than \$40 per person; inclusive of tax and gratuity
 - Academic departmental retreats that include a business meal are limited to \$40 per person.
 - Internet charges incurred at a non-university residence or office space
 - Purchase of iPads or similar tablet computers.
 - All textbooks for classroom use that are purchased with university funds will be purchased through the ASU Bookstore.
 - Purchase (through department or individual research budgets) printers, surge protectors, connector cables, toner or any other support for faculty at home.

- 15: School Policy- maximum of two docking stations/monitors for laptops for faculty office and home. Additional resources will need to be purchased personally.
 - 16: NEW 5/2/13 Early bird check-in fees for airlines
3. Procurement Card PROHIBITED transactions (Examples as taken from “The Purchasing Card: A Guide for Users” manual – See [manual](#) for complete listing. This list is in addition to anything listed in [FIN 401-03](#))
- Alcoholic beverages
 - Anything costing more than \$5,000 (without an exception from the P-Card office)
 - Flowers (Except when needed in conjunction with an official university event)
 - Food (Except with a P-Card tied to a local account)
 - Hotels & Lodging for ASU affiliated people
 - Gifts and contributions
 - Personal purchases
 - Printing over \$2,500 without advance Print Buyer approval
 - Services from an individual rather than from a company, determined by whether they have an Employer Tax ID number, rather than filing taxes under their SSN as a sole proprietor.
 - Splitting purchases to circumvent the \$5,000 single transaction limit
 - Travel expenses for employees (with the exception of airfare & conference registration)
 - Internet charges incurred at a non-university residence or office space
 - NEW 5/2/13 Early bird check-in fees for airlines