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