

PURCHASES REQUIRING DOCUMENTATION OF P-CARD PURCHASE FORM

- Items auditors consider for personal use. Examples: Hand Sanitizer/Sanitizing Wipes, Hand Soap, Tissues, Dishwashing liquid, Calendars, Planners
- Food, coffee, tea, drinks, candy and snacks
- Medications (pain relievers, aspirin, etc.) and/or medical supplies as required by federal or state regulations or for emergency first aid
- Framing of pictures/art of motivational or informational wall hangings which are functional rather than decorative in nature
- Picnic items (paper plates, cups, napkins, forks, spoons, etc.)
- Rental of portable water dispensers and bottled water for the use in public areas for use of non ASU faculty/staff. (For ongoing monthly rentals, one form for the entire fiscal year is prepared and included with the receipt in each Monthly Reconciliation Report.)
- Bereavement or hospitalization related flowers/gifts for faculty/staff and their immediate family (The form must include the recipient, their affiliation with the University and the reason for the purchase.)
- Personal clothing items or t-shirts which are part of a required uniform or program related.
- The purchase of promotional or gift items to be distributed at an event or conference