

Purchasing and Reimbursements: Guidelines and Policies

Amazon purchases may **ONLY** be made by the business office through workday. Purchases from Amazon with personal funds or a dept. Pcard are strictly prohibited.

Chemicals, solutions, powders, etc. (anything with a CAS#) of any nature are prohibited from being purchased with personal funds or a dept. Pcard. Exceptions **MUST** be approved by Environmental Health and Safety prior to anything be purchased outside of workday.

Use of personal funds for purchases should be limited to hosted business meals (following ASU guidelines), small allowable in-store purchases, and may not be in a cumulative excess of \$1,000 within a short period of time. This does not include allowable travel expenses.

Payments, travel expenses, etc. to or for consultants and any non-ASU employees **MUST** be processed through the workday with the appropriate tax services approvals (if applicable), forms, etc.

Computers, software, and any other IT devices must have approval from Enterprise Technologies and/or a designated DTSR (Designated Technology Service Reviewer). These purchases need to be submitted by the business office in workday, as they are coded as “Technology” and will route for appropriate review and approvals when applicable. Cell phone purchases are a strict exception, typically only for the ASU Police Dept. and emergency response personnel.

Purchasing and reimbursement requests can be submitted via email to sgsup-business@asu.edu and need to include the following information (an online form is being updated for future use if desired):

- Vendor name, part#'s, item description, quantities, quotes or links. Basically, what do you need to order and from where?
- A complete business purpose. What will the item(s) be used and how will they benefit research, SGSUP or the University?
- Account# to charge.
- PI/Faculty approval if you are not ordering from your own program or grant account. The business office will not be responsible for obtaining PI approvals, so please be sure to obtain it in advance and include it with your request.

Orders and reimbursements are typically processed within 48hrs. You will be notified when you item(s) have been ordered and given an ETA if the vendor provides one, and you will receive an automated notification from workday “**Subject:** Workday Inbox - Your Daily Digest” when you have a reimbursement ready for your approval.

We ask that you please do not hesitate to email sgsup-business@asu.edu with any questions prior to using personal funds, as the business office does have purchasing cards to use when workday is not an option or if you are unsure about any procurement guidance. If you are not receiving communications or updates in a timely manner, please contact Maria.Bellamy@asu.edu (BOM) or Susan.Baldi@asu.edu (ADO).

Please refer to the “Travel Guidelines for Employees” under Faculty and Staff Resources for travel related expenses or reach out to Junive Gill (jgillveg@asu.edu) with questions. You are always welcome to refer to the ASU travel guidance page as well. [Travel Guidance | Arizona State University \(asu.edu\)](#)