

PROCARD CHARGE FORM
LBJ School of Public Affairs, Dean's Office
Cardholder: Tamela L. Walker

Account Number: _____ DTN: _____

Account Holder: _____ Purchase approved by: _____
(Print Name) (Account Holder signature)

Vendor: _____

Item Purchased: _____

Used For: _____

Amount: \$ _____

I made the purchase described above and understand that all items purchased with University Funds are the property of The University of Texas at Austin and will be used to benefit the University.

Purchaser's Signature: _____ Date: _____

ProCard Procedures Summary

Please see Procurement Card Procedures for all required documentation and policies.

The procurement card may be checked out from the Dean's Office in room 3.100. Information regarding authorized purchases can be found at: <http://www.utexas.edu/admin/purchasing/procard/index.html>

- a) Purchases are limited to less than \$999.00
- b) Tax exempt. A state sales tax exemption form is available in the Dean Office. Please give this form to the vendor. ***Note: Tax is not automatically removed when purchasing with the procurement card. Please double check at time of purchase that tax has not been charged.*
- c) Never Fax the Procard number or record the number for future use ***Note: The Procard number must not be stored in any online profile, e.g., Amazon.com.*
- d) The Procurement Card may only be checked out for one-half hour at a time.
- e) Overnight use is prohibited
- f) Always get an itemized receipt from your purchase

Prohibited Vendors:

Airlines, airports, bars, taverns, nightclubs, duty-free stores, hotels, lodging, campgrounds, package stores, liquor stores; Personal service providers: Laundries, barbers, funeral services, dating services, health spas; Professional services: membership organizations, doctors, hospitals, schools, railroads, restaurants; Service providers: financial institutions, insurance; Transportation services: boat rentals, cruise lines, marinas, steamships, travel agencies

NO EXCEPTIONS. Failure to obtain correct documentation or compliance may lead to suspension of the procurement card.