

Procurement Card (Procard) Procedures

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

REQUIRED DOCUMENTS (Food items, plastic utensils, cups, plates, napkins, etc.)

- 1) You are required to provide the vendor name (if you are using a Texas State vendor, please print confirmation of vendor taxpayer status at the following web site <http://ecpa.cpa.state.tx.us/vendor/tpsearch1.html>) and Official Occasion Form (signed by the Assistant Dean of Administration) at the time you check out the Procard.
- 2) When you turn in your receipts, Official Occasion Form, Procard Charge Form, and DTN please make sure you have the following information available:
 - a. Itemized description of item(s)
 - b. Vendor name
 - c. Exact amount of purchase
 - d. Account number and Account Title to be charged
 - e. Signature of individual who requested the purchase
- 3) Original itemized receipts are required for each item purchased. Tape any loose receipts to a piece of paper and identify information on the paper.
- 4) DO NOT use the procurement card to purchase alcoholic beverages.

REQUIRED DOCUMENTS (Books, Supplies, etc.)

- 1) You are required to provide the vendor name (if you are using a Texas State vendor, please print confirmation of vendor taxpayer status at the following web site <http://ecpa.cpa.state.tx.us/vendor/tpsearch1.html>) at the time you check out the Procard.
- 2) When you turn in your receipts, Procard Charge Form, and DTN please make sure you have the following information available:
 - a. Itemized description of item(s)
 - b. Vendor name
 - c. Exact amount of purchase
 - d. Account number and Account Title to be charged
 - e. Signature of individual who requested the purchase
- 3) Original itemized receipts are required for each item purchased. Tape any loose receipts to a piece of paper and identify information on the paper.
- 4) Online orders require a printout of the order and an original itemized receipt. Packing slips should be submitted to the Dean's Office as soon as order is received. Order should be sent to the attention of person placing the order at the departmental address.
- 5) Receipts/packing slips should be date stamped and initialed upon receipt of order.

- 6) Ensure that the card is appropriately checked in to terminate responsibility.
- 7) DO NOT purchase subscriptions, newspapers, or magazines with the procurement card.
- 8) DO NOT use the procurement card for cellular phone recurring charges.
- 9) DO NOT use the procurement card for memberships.
- 10) DO NOT use the procurement card for registration fees, including hotel deposits.
- 11) DO NOT use the procurement card for cash advances, consulting services, entertainment, alcoholic beverages, flowers, gifts, gasoline, travel, postage, or personal items.
- 12) Please return ProCard in a timely manner.

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.