PROCUREMENT CARD Best Practices

- PROCARD REVIEW COVER SHEET is recommended, and ensures account manager review

- USE THE CHECKLIST ON THE COVER SHEET to reduce possible exceptions with your reporting

- UPDATE ONLINE MONTHLY ACTIVITY STATEMENTS timely, each transaction near the time of purchase

- TURN IN YOUR MONTHLY ACTIVITY LOGS AND BACK UP DOCUMENTS no later than the 10th day of each month

- RESPOND TO ANY CORRESPONDENCE timely from accounts payable

- REFRESH YOURSELF NOW what type purchases are allowed, understand those that are restricted

- FOOD PURCHASES, remember that State Funds cannot be used for the purchase of food. All purchases of food must be in accordance with Texas A&M University System Policy 25.05. We encourage you to also visit the Guidelines for Business Meals and Food Purchases provided at http://www.tamuc.edu/facultyStaffServices/financialServices/MiscellaneousItems/accountsPayable/forms/documents/guidelinesBusinessMealPurchase.pdf

- FOOD PURCHASES THAT ARE ALLOWED, make certain that proper documentation is included or these items can be considered questionable and refundable

- SPLIT PURCHASES are not allowed

- FURNITURE AND SOFTWARE PURCHASES are not allowed, without pre-approval in writing from Purchasing

- TAX, no tax allowed

- TRAVEL, student travel only, no airfare regardless of travel or type (student, staff, etc)

- BE CAUTIOUS, do not purchase items that qualify as Controlled or Capital assets

- PURCHASES only the cardholder is allowed to make purchases, no exceptions

NOTICE effective June 1, 2015

- A delinquent activity log will result in card suspension and possible cancellation (no exceptions)
- Failure to respond and comply with information needed for identified exceptions will result in card suspension/cancellation
- Failure to turn in required documentation will result in cancellation of card and future privileges