

ProCard Tips – January 27, 2005

Effective in March the ProCard payment process will be changing. Departments will be processing payment by journal instead of voucher. This will allow AP to process payment to Bank One on a timely basis and will allow departments the ease of processing payment for multiple departmental ProCard statements on one journal instead of multiple vouchers. The cardholder will still be required to complete a transaction log and attach the original signed log for each ProCard statement to the journal. The ProCard deadlines will remain in effect with the journal being due by the 20th of each month to AP.

If your department must purchase stamps with a ProCard then you are required to complete a Postal Register (a copy is being provided to you today). There are specific guidelines you must adhere to and please review the postal register for complete details. The postal register should detail the use of the stamps (i.e. mailing of invitations to University event 01/27/05).

Examples of Acceptable Purchases Under \$2000

- Bookstore purchases
- Business Meals (Also subject to [University Administrative Policy, F-1](#))
- Catering services
- Conference registrations
- Courier services
- Florists (Also subject to [University Administrative Policy, A-28](#))
- Janitorial supplies (subject to State contract)
- Lab supplies
- Non-alcoholic beverages or food items such as pastries and cookies for meetings (subject to University policy)
- Office supplies
- Promotional items
- Safety supplies
- Supplies
- Subscriptions
- Tool/hardware
- Training courses and seminar fees
- Videos

Examples of Unauthorized Purchases

The ProCard program is restricted for use with certain types of suppliers and merchants. If you present your ProCard for payment to these vendors, the charge will be declined:

- Items for personal use
- Items for Non-University Purchases
- Purchase that requires a Purchase Order (refer to Purchasing Manual)
- Any transaction greater than \$2000

- Alcoholic beverages
- Capital or controlled equipment
- Cash advances, travelers' checks, insurance, etc.
- Controlled/hazardous/radioactive materials (Requisition through Purchasing)
- Consulting or other services requiring a formal contract
- Entertainment
- Items over \$1,000 available from CISV vendors and not otherwise restricted (Requisition through Purchasing)
- Leases
- Memberships
- Other goods or services related to or arising out of Business travel, other than registration fees and seminar fees or business lunches which are permitted.
- Prescription drugs/controlled substances (See Note 1)
- State funded cost center purchases. Only local fund cost centers can be used to pay for ProCard transactions.
- TRAVEL Related Expenses other than requisition fees including:
 1. Airlines (Go through Skymaster Travel – Contact Travel Coordinator in Finance Department)
 2. Hotel accommodations (Use University Travel card)
 3. Auto rentals (Use State contracted vendor, presently Enterprise)
 4. Fuel (Use fleet cards – Contact Travel Coordinator in Finance Department)
 5. Personal meals covered by per diem
 6. Items intended to be charged to contracts/grants that are not allowed by sponsor.