

PROCARD NOTES

1. Signed ProCard agreement must accompany ProCard application.
2. ProCard manager is required to attend ProCard training.
3. The DPS author will be the ProCard manager for the department.
4. Supplies and materials, one-year subscriptions, and catalogue orders may be purchased with the ProCard. Any other purchase must be approved in advance by the Program Administrator in the Office of Finance prior to the transaction.
5. Computer hardware or software purchases of \$2,500 or less must be pre approved by the Help Desk.
6. ProCard manager will keep a log to check the card out to users. Logging the card out makes the 'card user' accountable for activity on the card.
7. Card users will sign the card out, make their purchase, return card and receipt to the ProCard manager. While the card is in the possession of the card user, it is the user's responsibility to follow the purchasing rules.
8. ProCards will not be used for personal purchases. Personal use of the ProCard may result in termination and/or legal prosecution.
9. All purchases on the ProCard must be tax exempt. The card manager will give the card user tax-exempt documentation to present to vendor before purchase is made. It is the responsibility of the card user to make sure the vendor does not charge tax. **Remember, it is the responsibility of the card user to make sure the vendor knows the purchase is tax-exempt before the purchase is made and to check receipt to see if they were properly charged after the purchase if made.**
10. The ProCard manager will obtain the itemized receipt from the card user. The ProCard manager will write the state object code on the receipt.
11. Every month, on the first working day of the month, the ProCard manager will print the electronic statement with detail from PaymentNet. Individual transaction receipts must be coded with appropriate state object code and attached to the statement in the order listed. Write the account number on the line on the statement that coincides with the purchase.
12. Reconciliations (statement, original receipts, and monthly log) must be completed and sent to the Office of Finance by the 7th of each month.
13. It is the goal of the Office of Finance to have all ProCard expenses charged to budgets by the 20th of the month. Monitor ProCard expenses and make sure there is adequate budget in expense code 333 to cover charges prior to making purchase.