

## INFORMATION TECHNOLOGY SERVICES PROCARD GUIDELINES

In order to aid in compliance with ETSU Computing Standards, which can be found at <http://www.etsu.edu/its/policies/university-computing-standards.php>, the following Procard guidelines are to be followed.

- Software for small dollar amounts can be purchased using a Procard with the exception of Microsoft and Adobe products.
  - All software purchases on the Procard must have ITS approval prior to ordering with the Procard. To obtain ITS approval send an email to the Manager of Computing Technology Services at [webbr@etsu.edu](mailto:webbr@etsu.edu).
  - ITS will respond with an email. If your software purchase is approved, proceed with placing your order. Attach the approved email from ITS to your Procard documentation for the software purchase.
  - All Microsoft, Apple and Adobe products must be purchased through eBucs as ETSU has contracts for these products.
- No computers, including desktops, laptops, tablets, etc. are allowed to be purchased on the Procard. These types of purchases must be made in eBucs using the Dell and Apple punch-outs.
  - Personalization of products is not allowed.
  - E-readers are allowed to be purchased on the Procard. Note: a Kindle e-reader is allowed but a Kindle Fire is not allowed. The difference is that the e-reader is considered an electronic book while the Kindle Fire is considered a tablet.
- No phone purchases, cell phones or cell service is allowed on the Procard including Apple, Android, or other.
- No Dell products of any kind are allowed on the Procard. Dell products should be purchased in eBucs through the Dell punch-out in order to receive contract pricing and be reviewed by ITS before purchase.
- Web addresses, internet links, domain names, etc. can be purchased on a Procard but must have ITS approval prior to ordering with the Procard. To obtain ITS approval send an email to the Manager of Computing Technology Services at [webbr@etsu.edu](mailto:webbr@etsu.edu). Attach the approved email from ITS to your Procard documentation for the purchase.
- Do not use a Procard to purchase apps for iPads or any other device. The apps are to be purchased through ITS in order to not be charged tax. Send an email to the Manager of Computing Technology Services at [webbr@etsu.edu](mailto:webbr@etsu.edu). Note: apps are to be purchased for University owned devices only.
- Printers are allowed to be purchased on the Procard. Any printer purchased with a Procard is NOT tagged by Central Receiving or supported by ITS beyond the initial setup, if help with setup is needed. However, any printer purchased from the CDW-G punch-out in eBucs will be tagged by Central Receiving and supported by ITS for six (6) years.