I. THE PROCARD PROGRAM .......................................................... 3
   A. Program Overview ..................................................................... 3
   B. Program Advantages .............................................................. 3
   C. Program Administrator ........................................................... 3

II. OPERATING PROCEDURES ......................................................... 4
   A. Account Description ................................................................ 4
   B. Authorized Purchases ............................................................ 4
   C. Restricted Purchases ............................................................. 5
   D. Allowed Purchases ............................................................... 6
   E. Opening of Accounts ............................................................. 7
   F. Account Closures ................................................................... 7
   G. Grants .................................................................................. 8
   H. Foundation ........................................................................... 8

III. TRAVEL ......................................................................................... 9
   A. Employee Travel ..................................................................... 9
   B. Student Group/Team Travel ................................................... 10
   C. Study Abroad on Agency Accounts ......................................... 10

IV. RESPONSIBILITIES ........................................................................ 10
   A. Requisitioner Activities .......................................................... 11
   B. Procedures for Handling Discrepancies ..................................... 12
   C. Internal Controls .................................................................... 13

V. ASSISTANCE ................................................................................. 13
   A. Lost or Stolen Card ................................................................. 13
   B. Unrecognized or Unauthorized Charges .................................... 13
   C. Approval of Purchase Denied ................................................. 14

VI. EXCEPTIONS ................................................................................. 14
ATTACHMENTS

- Procard Request Forms (A, A1, B)
- Contacts (C)
- Prohibited & Restricted Vendors (D)
- Record Retention Chart (E)
- Record Disposal Form (F)
- Travel-At-A Glance (G)
- Food Policy Summary & Documentation (H)
I. THE PROCARD PROGRAM

A. Program Overview

The Procard program has been developed to streamline the purchasing process including requisitioning, procurement, receiving, and payment processing for low-value purchases less than $5,000. The program utilizes the First Tennessee Bank Visa Procurement Card as the payment-processing medium.

When placing an order with a vendor, cardholders use their Procard in lieu of ETSU purchase orders.

Vendors submit Procard purchases to be processed through the Visa system. First Tennessee Bank generally pays the vendor within three to four working days.

A monthly summary billing statement is sent to each cardholder by First Tennessee Bank detailing all account charges. A monthly summary billing statement will not be received if there have been no charges made during the billing cycle.

A monthly master statement is sent to the ETSU Office of Financial Services which includes the charges from all departments. One consolidated monthly payment is then made to First Tennessee Bank. Each department’s account will be debited for the total amount of charges made against it during the month.

B. Program Advantages

1. Reduced Workload – Processing of paperwork is significantly reduced for requisitioning, purchasing, receiving and accounts payable activities.

   There is a large decrease in the volume of invoices and checks processed by Accounts Payable. A single electronic bank transaction replaces hundreds of invoices received and checks written, saving time and money.

2. Improved Deliveries and Quicker Information – Without delays in processing requisitions, the order is placed immediately by the departmental employee. The availability of items, order processing, and ship dates are known immediately.

C. Program Administrator

Purchasing in the Procurement Department administers the Procard Program (see attachment C).
II. OPERATING PROCEDURES

The following detailed policies and procedures provide information on how to obtain a Procard account number, responsibilities by activity, account reconciliation, and who to contact for assistance with summary billing statements or charges.

A. Account Description

The Visa account for the procurement program is a charge number issued in the name of the employee. Each card is assigned to a specific employee, department, and ETSU Banner index number.

Due to the electronic nature of the Procard accounting system, charges will not be transferred between account numbers. Exceptions can only be made for unusual circumstances as approved by the Associate VP for Financial Services.

B. Authorized Purchases

1. Supplies, except those described in section II.C, can be ordered directly from vendors. Any transactions outside the established parameters will automatically be declined at the point of sale.

2. Orders are to include only items that are to be charged directly to a department, foundation or grant account. A purchase cannot be split between two account numbers. The account code for Procard purchases is 74570 except for airfare purchases (see III, A 5 & B).

3. The expenditure limit for this program is $4,999.99 for each transaction including shipping. Purchases of like or similar nature are not to be split in order to bypass the bid limit of $5,000. Splitting purchases to avoid the single transaction limit is not allowed. Failure to comply with these requirements may result in the cardholder and department losing their Procard privilege.

   a) Examples of erroneously splitting orders to avoid bidding:

<table>
<thead>
<tr>
<th>Order</th>
<th>Date</th>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Order A) Furniture Inc.</td>
<td>11/06/11</td>
<td>Desk chair</td>
<td>$1,600.</td>
</tr>
<tr>
<td>(Order B) Office Budget Furniture Co.</td>
<td>11/06/11</td>
<td>Desk</td>
<td>$3,900.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total</td>
<td>$5,500.</td>
</tr>
</tbody>
</table>

   (Two orders for similar items totaling $5,000 or more. This should be bid.)

<table>
<thead>
<tr>
<th>Order</th>
<th>Date</th>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Order A) Furniture Inc.</td>
<td>11/06/11</td>
<td>Desk chair</td>
<td>$1,600.</td>
</tr>
<tr>
<td>(Order B) Office Budget Furniture Co.</td>
<td>11/09/11</td>
<td>Desk</td>
<td>$3,900.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total</td>
<td>$5,500.</td>
</tr>
</tbody>
</table>
Two orders for similar items on two different days totaling $5,000 or more. This should be bid.

These are similar items and should not be split into multiple orders. The bid limit is $5,000 including shipping costs. Orders should not be split to avoid the bid process.

b) Examples of erroneously splitting orders to avoid the single purchase limit:

<table>
<thead>
<tr>
<th>(Order A) Furniture Inc.</th>
<th>Date</th>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/06/11</td>
<td>Desk chair</td>
<td>$1,570.</td>
<td></td>
</tr>
<tr>
<td>(Order B) Office Depot</td>
<td>11/06/11</td>
<td>Desk</td>
<td>$3,930</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total</td>
<td>$5,500</td>
</tr>
</tbody>
</table>

Orders should not be split to avoid the single purchase limit of $4,999.99. Departments should not allow the vendor to process two separate transactions to keep the dollar amounts less than the single purchase limit.

c) The combining of card accounts within a department to exceed the bid limit or single purchase limit is not allowed.

C. Restricted Purchases

The following are excluded from this program and may not be obtained with the Procard:

- Personal purchases or cash withdrawals
- Entertainment expenses
- Restaurants (fast food or otherwise; see attachment H)
- Catering (see attachment H)
  - Note: Food purchases for any amount can be made to ARAMARK, the University’s food service vendor.
- Room rental for events
  - Exception: Procard can be used to reserve facilities with the City of Johnson City, Jonesborough, Kingsport and the State of Tennessee (Warrior’s State Park).
- Advertisements (personnel or otherwise)
  - Exception: Some vendors require a credit card be used for placing employment advertisements. The request should be put in eBucs using the “Advertisements – Employment” form so the request will route through Human Resources for their approval. Put the Procard information in the Billing section of the cart. When the eBucs requestor receives notification that the order has been issued, the cardholder can place the advertisement with the vendor. The approved ad copy attached to the order must be used when placing the order.
- Contracts or licensing agreements (including software)
• NOTE: Do not sign vendor contracts or licensing agreements. These should be sent to the Procurement department by submitting a requisition with the contract attached using eBucs, the University’s electronic purchasing system. The contract will be reviewed for language unacceptable to ETSU and the State of Tennessee.

• ETSU
  • Note: A transfer of funds between departments for services or supplies should be done through Financial Services, not with a Procard or purchase order.

• Food orders for $150 or more (see attachment H)
  • Note: Food purchases on the Procard are allowed at grocery stores only for sanctioned University events or activities.

• Maintenance & service agreements
• Printing & copying
• Carpet
• Animals
• Fees (for example, accreditation fees)
• Insurance of any sort
• Gasoline
• Internet services
• Services
• Personal or medical services
• Repairs
• Used equipment (must be approved by the Purchasing Manager)
• Rental of vehicles of any sort
• Pagers, cell phones or telephones of any type
• Flowers, Gifts, Gift certificates or gift cards (see Financial Procedures FP-21)
  • Exception: Flowers for an approved University event or activity are allowed. Procard records should be documented accordingly.
• Computers of any sort
• Personal computational devices (see Financial Procedures FP-35)
• Alcohol (190-200 proof denatured or liquor)
• Cannot be used with Prohibited Vendors (see attachment D)

Any use of this program for unauthorized transactions may result in disciplinary action including, but not limited to, the loss of Procard privileges, suspension or termination. Employee may be held personally liable for any misuse of Procards assigned to them.

D. Allowed Purchases

In addition to general and specialized supplies the following are allowed and may be obtained with the Procard:

• Hazardous materials
• Radioactive materials
- Note: Each order requires previous approval by the Radiation Safety Officer
- Membership Dues & Subscriptions
  - May be purchased for one year at a time. Two or more years are not allowed.
  - Home addresses are not to be used, ETSU department addresses only.
- Postage
- Shipping services (Fed-Ex, UPS, etc.)
- Limited Travel (see section III)
  - Airfare
  - Registrations for conferences, meetings, training, etc.)
- Rental of products (only if no contract is signed)
- Reprints and submission fees
- Software (small dollar purchases only)
  - Exception: No Microsoft products or licenses allowed on Procard
  - Apple software allowed on Procard with Information Technology’s prior review
- Apps for personal computational devices only if the PCD was purchased by the department (see Financial Procedures FP-35)

E. Opening of Accounts

The President, Vice Presidents, Deans, Directors and Department Heads are responsible for designating employees to receive the Procard and must use the Recommendation to Obtain VISA Procard form (see attachment A). Designated employees obtain a procurement credit card by completing the Procurement Card Authorization form (see attachment B) and submitting it to the ETSU Program Administrator. Legitimate charges made on the Procard are a University liability (not a personal liability to the individual). Employees should ensure that Procards are adequately safeguarded from loss or misuse. See section V for procedures to report lost cards.

There will be no credit reference checks on the personal credit of the employee for the University Procard. Nor will the use of the Procard have any effect on the employee’s personal credit rating.

Each employee designated to receive the Procard must attend a user training session. Training is provided by Purchasing in the Procurement Department. After completion of the training, the employee will receive a Procard issued by First Tennessee Bank. Procards will only be issued to permanent full time and permanent part time employees.

The cardholder whose name is on the Procard is responsible for all charges placed on the card.

F. Account Closures
Procards are to be turned into the Program Administrator by employees upon termination for any reason, including retirement. Supervisors are responsible for ensuring that the Procard Administrator has been notified and has received the Procards.

Employees or supervisors of employees changing departments must contact the Program Administrator to close their accounts. If appropriate to the new position, the process for opening a new account will be followed. In addition to termination or changing departments, the Program Administrator will close account numbers upon the request of the President, Vice Presidents, Deans, Directors or Department Heads.

The cardholders' records are to remain in the department. Records must be kept for three years in addition to the current fiscal year. Records must be kept where they can be accessed for auditing purposes.

G. Grants

The Principal Investigator of the grant must request the Procard with department head's approval. Grant Accounting must approve the issuance of a Procard for each grant account. A minimum balance of $500 must be in a grant account supply budget before a Procard will be issued. The Procard may be in the name of the P.I., or the person who does the actual buying with P.I. approval. Complete the Recommendation to Obtain VISA Procard for Grants/Foundation form (see attachment A1), and the Procurement Card Authorization form (see attachment B).

The Principal Investigator is to approve and date the monthly summary billing statement each month a statement is received. If a grant account is overspent, the additional funds will come from a designated departmental account. In some cases, Grant Accounting may request copies of transactions and their backup. This is necessary for Grant Accounting to invoice for some accounts. Copies can be made for the Procard records.

At the grant expiration date, the Procard account will be closed. The Procard will be canceled on the 20th of the month in order for any charges made during the month to have time to post to the account. The expired Procard is to be returned to the Procard Administrator.

Multi-year grants can be coded so the Procard does not need to be canceled and reissued each time if the index number for the grant changes. However, during the month that the grant period expires, purchases cannot be placed on the Procard between the 20th of the month and the first of the following month. This is so that any charges made during the month have time to post to the account.

H. Foundation
Procards may be issued for Foundation accounts when requested by the department head. Complete the Recommendation to Obtain VISA Procard for Grants/Foundation form (see attachment A1), and the Procurement Card Authorization form (see attachment B). Foundation Accounting must approve requests for Foundation Procards.

III. TRAVEL

A. Employee Travel

Effective December 2007, the Tennessee Board of Reagents allows the Procard to be used for travel expenditures in limited circumstances (TBR Policy 4:03:03:00). Procards can be used for the payment of registration fees and airfare. **This applies to ETSU employees and students only. Non-ETSU individuals (guests) are not included (guest speakers, candidates for employment, students from other schools, etc.).** The Procards for student/team travel will not change (see IIIB).

1. **Registration fees:**
   Conference/workshop registrations, booth/exhibitor fees, classes and training as well as CME/CEU credits are allowed to be paid with the Procard. Registrations that include separate charges for food, entertainment, spouses, etc. cannot be put on the Procard. Registrations which have these additional charges should be submitted through the regular travel process. The cardholder cannot put the entire amount on the Procard with the intent of reimbursing the account for the disallowed charges.

2. **Airline payments:**
   Airline tickets are allowed on the Procard for employees and students only traveling coach or economy class. Travel insurance or flight protection insurance is not allowed. Package deals are not allowed on the Procard. Seat selection and baggage charges which include an extra charge are not allowed. See Employee Travel on Procards At-A-Glance for a complete list of charges that are and are not allowed (see attachment G).

3. **Disallowed Procard charges:**
   Inappropriate or non-employee charges placed on the Procard will be deducted from the travel claim amount. If the disallowed amount is greater than the travel claim reimbursement, the traveler will be expected to reimburse the University.

4. **Procard monthly limits:**
   Because airfare is not assessed against the individual Procard card limit, it is not necessary to raise the monthly limit on a single Procard to cover the cost of travel. Airfare will pull from the University’s corporate level account. The cardholder will still receive the same single monthly Visa summary statement but both travel and supply charges will be listed on
the statement. However the airline charges will not be reflected in the statement’s total. Registrations will pull from the individual Procards monthly limit.

5. Travel versus supply account codes:
Airline charges will pull from the travel budget using the Banner account code 73211. Registrations on the Procard will be charged to account code 74570 not 74490. All other Procard charges will pull from the supply budget using account code 74570.

6. Documentation for Procard records:
When travel charges are made using the Procard, a full copy of the travel documentation is to be filed with the approved Procard records. The same documentation is required for the travel claim. These include the airline ticket invoice/itinerary or the registration form and the approved travel request form. The travel request form should be approved before any registrations or travel requests are made. The documentation is to be attached to the monthly Visa summary statement. The monthly Visa summary statement must be signed and dated by the appropriate supervisory person.

B. Student Group/Team Travel

A special Procard may be requested for team or group travel for students groups. This card can be used for all expenses associated with travel except for charter bus service. Charter bus service must be requisitioned through the eBucs purchasing system. Allowed travel charges include airfare, hotels, restaurants, etc. This card is not to be used for general supplies as the charges will pull from student travel account code 73420. Airfare charges will pull from the individual cards monthly limit, not the corporate limit. A brief training session is required before receiving the travel Procard. Contact the Procard Administrator at 94741 to obtain permission and instructions for getting the student travel Procard.

C. Study Abroad on Agency Accounts

A Procard may be requested for travel for student study abroad groups using agency funds. This is on an exception basis since Procards are not usually issued on agency funds. The Procard can be used for travel related activities including airfare, hotels, restaurants, etc. Procard requests must be approved by the Dean of the Honors College and the VP of Finance & Administration. The person requesting the Procard should understand that they are responsible for all charges made on the Procard, including any overdrafts made against the agency account. A brief training session is required before receiving the Procard. Contact the Procard Administrator at 94741 to get the correct Procard request forms.

IV. RESPONSIBILITIES
A. Requisitioner Activities

1. Departments are responsible for monitoring the appropriateness of purchases and insuring the availability of funds. In accordance with approved University policy, any budget account that reflects an aggregate over-run on travel, operating, and equipment at the end of the fiscal year may have the amount of the over-run deducted from the following year’s allocation.

2. Make sure purchases are being made with the correct Procard; charges will not be transferred between index number by the Financial Services department. Violations may result in the lost of Procard privileges.

3. Order supplies as needed. No purchase order number is required.

4. Instruct the vendor where to deliver materials. It is important that the vendor record on the packing slip your complete name, department name, building, and room number on each order. The only information Central Receiving has concerning where to deliver your goods, are the vendors’ packing slips. Packages may be picked up personally by the department, delivered directly to the department, or sent to Central Receiving.

Delivery Address to Central Receiving Address:
Department Name
East Tennessee State University
100 C.R. Dr
Johnson City, TN 37614

5. **Procard users should tell vendors that ETSU is tax exempt before placing an order.** The tax-exempt number is printed on the front of the Visa card for both the University and Foundation. Tax exempt forms are available if a vendor requests it. Employees may be personally liable for any taxes charged to the Procard.

6. Obtain the total cost of the order from the vendor (including estimated shipping cost) before the order is placed. The total order may not exceed $4,999.99.

7. When merchandise must be returned, a credit is to be issued by the vendor back to the Procard on which the charge was made. Refunds are not to be made with cash, gift cards or as a store credit.

8. An activity log may be maintained to record purchases and credits, but is not required. Some departments may find it necessary to maintain a log for their own informational needs. Contact the Procard Administrator (see attachment C) for sample log sheets. An electronic version in excel is available.
9. The purchaser will receive a monthly summary billing statement directly from First Tennessee Bank of all transactions posted to the account.

10. The cardholder must reconcile the monthly billing statement to the supporting documentation (sales slips, packing slips, etc.). The documentation for each purchase should include the vendor name and an itemized list of the items purchased and the price of the items. If documentation was not received or lost, the information should be listed on a piece of paper and attached. All credits are to be documented.

The ETSU billing cycle ends the 27th of each month. The transaction will not be posted on the day of the purchase. The transaction on average takes up to three or four days to post to your account. Items ordered toward the end of the billing cycle may be included on the next monthly summary billing statement. A statement will not be received if no purchases are made during the billing cycle.

11. If the summary statement has a charge that is incorrect or was not made by the cardholder, the cardholder has sixty days from the date of the charge to place that charge in dispute with the bank. The cardholder must first try to reconcile the disputed charge with the vendor before contacting the bank. In most cases, the problem can be settled between the cardholder and the vendor.

12. Obtain necessary approvals of the summary billing statement by the department head, PI or appropriate supervisory individual. The approval signature and date should be on the summary billing statement. Attach matching documentation (receipts, packing slips, etc.) to the monthly summary statement. Do not send statements to Accounts Payable or the Procard Administrator in the Procurement office. The Procard records are to remain the department.

13. Someone other than the cardholder can keep the Procard records, however it is the responsibility of the cardholder to insure the records are kept properly and in a timely manner.

14. Maintain in the department:
   • Monthly summary billing statements
   • Supporting documentation including invoices, receipts, packing slips, etc.

   The department must keep these transaction records for three fiscal years beyond the current year (see attachment E). Records will be audited periodically by the Procard Administrator. Records can also be audited by Internal Audit and State Audit.

B. Procedures for Handling Discrepancies
1. Amount Is Incorrect on Monthly Summary Billing Statement

If the amount on the statement is different from the price quoted by vendor (excluding freight costs) or if tax is included in amount, contact the vendor to arrange a credit.

If a charge needs to be disputed contact First Tennessee Bank (see attachment C).

2. Charge on Statement That Is Not Yours

Contact the vendor to determine if the materials were ordered. If the charge should not have been posted to your account ask the vendor to credit your card.

3. Statement Charge from a Non-Approved Vendor or Suspected Fraudulent Charge

Contact Program Administrator for assistance (see attachment C).

C. Internal Controls

The summary billing statement must be signed and dated by the department head, principal investigator, or appropriate supervisory individual. Only a department head or principal investigator can sign their own statements. By approving the statement, that individual is stating that all charges are appropriate and correct. **Failure to obtain proper monthly approval may result in the loss of the cardholder's Procard privileges.** Reconciling the records and having the statements signed must be done soon after the statement is received, before the completion of another billing cycle.

Records must be kept in the department for three fiscal years following the current year (see attachment E). **These are official ETSU records, which may only be disposed of in accordance with FP-9 of the Financial Procedures Manual** (see attachment F).

If you purchase an item that you wish to have added to your department’s equipment inventory such as a fax machine or television, contact the Inventory Control Manager (see attachment C).

V. ASSISTANCE

A. Lost or Stolen Card

Contact the First Tennessee Bank immediately at 1-800-234-2840. Then notify the Procard Administrator as soon as possible at 94741 or 94224.

B. Unrecognized or Unauthorized Charges
For purchases on the statement not recognized or authorized, see section VI.A.11. Every effort should be made to resolve issues directly with the vendor prior to contact with First Tennessee Bank. If an issue is irreconcilable with a vendor or the bank, contact the Program Administrator at 94741 or 94224.

C. Approval of Purchase Denied

If a vendor advises that approval has been denied by the credit card system, it is most likely a result of your monthly Procard limit being reached or exceeding the single purchase limit or using a blocked vendor type. The vendor will not have accurate information related to the reason for denial, nor does the employee have authority to obtain the information from First Tennessee Bank.

If the cardholder has first verified that the monthly limit has not been reached, the Program Administrator should be contacted at 94741 or 94224. The issue will be resolved between the Program Administrator and First Tennessee Bank.

D. Obtain the Procard balance and available credit by calling the toll free number on the back of your Procard before you make a purchase.

VI. EXCEPTIONS

Exceptions to these procedures must be approved by the Purchasing Manager.
RECOMMENDATION TO OBTAIN ETSU VISA PROCARD FOR DEPARTMENTAL ACCOUNTS

To be completed by the Vice President, Dean, Director, or Department Head. Complete one form for each person who will be authorized to use a Procard.

I am authorizing ___________________________ to have an ETSU VISA Cardholder’s Name
Procard for the department of _________________________ for the index number(s) Department Name
listed below.

____ Yes  I am verifying this person is a permanent full or part-time employee of ETSU. (Only permanent employees of ETSU can receive Procards, not temporary or adjunct positions.)

Use of the card is restricted to purchases under $5000 following the terms and conditions outlined in the Procard Manual.

Approved by (Dean, Director or Dept. Head) ___________________________ Date ___________________________

ETSU Index Number(s): Requested Monthly Procard Limit:
(Circle one for each index number)

<table>
<thead>
<tr>
<th>Index Number</th>
<th>$500</th>
<th>$750</th>
<th>$1000</th>
<th>$1500</th>
<th>$2000</th>
<th>$5000</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____________</td>
<td>$500</td>
<td>$750</td>
<td>$1000</td>
<td>$1500</td>
<td>$2000</td>
<td>$5000</td>
</tr>
<tr>
<td>_____________</td>
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<td>$750</td>
<td>$1000</td>
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<td>_____________</td>
<td>$500</td>
<td>$750</td>
<td>$1000</td>
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</tr>
<tr>
<td>_____________</td>
<td>$500</td>
<td>$750</td>
<td>$1000</td>
<td>$1500</td>
<td>$2000</td>
<td>$5000</td>
</tr>
</tbody>
</table>

(If an amount is not indicated, the account will automatically be set at $1000.)

Return this signed form with the Procurement Card Authorization form (attachment B) to the Procurement Department, Procard Administrator, box 70729.
RECOMMENDATION TO OBTAIN ETSU VISA PROCARD FOR DEPARTMENTAL ACCOUNTS

To be completed by the Vice President, Dean, Director, or Department Head. Complete one form for each person who will be authorized to use a Procard.

I am authorizing _______________________________ to have an ETSU VISA Procard for the department of _______________________________ for the index number(s) listed below.

Yes I am verifying this person is a permanent full or part-time employee of ETSU. (Only permanent employees of ETSU can receive Procards, not temporary or adjunct positions.)

Use of the card is restricted to purchases under $5000 following the terms and conditions outlined in the Procard Manual.

Approved by:

Principal Investigator (If cardholder will not be the PI) Date

Department Head Date

Grant Accounting Date

ETSU Index Number(s): Requested Monthly Procard Limit:
(Circle one for each index number)

<table>
<thead>
<tr>
<th>ETSU Index Number(s):</th>
<th>$500</th>
<th>$750</th>
<th>$1000</th>
<th>$1500</th>
<th>$2000</th>
<th>$5000</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$500</td>
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<td>$1000</td>
<td>$1500</td>
<td>$2000</td>
<td>$5000</td>
</tr>
<tr>
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<td>$500</td>
<td>$750</td>
<td>$1000</td>
<td>$1500</td>
<td>$2000</td>
<td>$5000</td>
</tr>
</tbody>
</table>

(If an amount is not indicated, the account will automatically be set at $1000.)

Return this completed form with the Procurement Card Authorization form (attachment B) to the Procurement Department, Procard Administrator, box 70729.
PROCUREMENT CARD AUTHORIZATION FORM
FOR ETSU PROCARD

(You have been recommended to receive an ETSU Procard. Please complete the following.)

DATE: ____________________________

NAME: __________________________________________________

Print Name as it will appear on Procurement Card

Return this completed form with the Recommendation to Obtain ETSU VISA
Procard form (attachment A and/or A.1) to the Procurement Department, Procard
Administrator,
Box 70729.

You are hereby delegated authority to purchase supplies and pay for such purchases using the East Tennessee State
University Procurement Card (Procard), provided the amount of any single purchase does not exceed $ 4999.99.

Supplies may be purchased consistent with your organizational responsibilities, including any grant restrictions, to satisfy
legitimate requirements. However, purchase limits as shown above have been established. All purchases must be made
in accordance with all applicable University and TBR policies and procedures. This delegation does not authorize you to
purchase any supplies listed in section II.C, Restricted Purchases in the Procard Manual.

This delegation shall automatically terminate upon separation from East Tennessee State University, or upon
reassignment to another department within the University. Cardholder must be a permanent full or part -time employee.

Any charges incurred, which are expressly prohibited by any policy or procedure of the University, will be my personal
responsibility. If provisions are not made for reimbursement to the University within one month, they may be recovered
through payroll deduction.

The University shall have the right to cancel my Procard at any time.

I further agree to relinquish the Procard to the Procurement Office upon transfer of employment to another department,
upon termination of employment, or when requested to do so. I hereby agree to the above requirements.

Cardholder’s Signature ____________________________ Date of Birth (For Employment Verification)

I am a permanent full or part-time ETSU employee _____ Yes _____ No

Department ____________________________ Box Number __________________ Phone Number __________________

Departmental/Grant/Foundation Index Number(s):
(Must match index numbers on Attachment A or A.1)

_________________ ___________________ ___________________ ___________________

_________________ ___________________ ___________________ ___________________
CONTACTS

- **FIRST TENNESSEE BANK CARDHOLDER CUSTOMER SERVICE**

  800-234-2840

  Balance update/available credit
  To report a Lost/Stolen Card
  To dispute a charge

- **PROCARD ADMINISTRATOR**

  Helen Blevins, Procurement
  Box 70729
  Phone: 439-4741 or 94224
  Email: blevinsh@etsu.edu

- **ETSU CENTRAL RECEIVING**

  East Tennessee State University
  Central Receiving
  100 C.R. Drive
  Johnson City, TN 37614
  Phone: 439-4364

- **TRAVEL**

  JoAnn Kirkpatrick
  Box 70729
  Phone: 439-6113
  kirkpatr@etsu.edu

- **INVENTORY CONTROL MANAGER**

  Jay Seehorn
  Central Receiving
  Phone: 439-4364
  seehornj@etsu.edu

PROCUREMENT WEBSITE: www.etsu.edu/procurement
PROHIBITED & RESTRICTED VENDORS

PROHIBITED VENDORS

ETSU Employee, spouse or family member of an employee who has ownership in a business. It is considered a conflict of interest per TBR Policy 1:02:03:10, section 7.1.b, to do business with that vendor. See policy for additional information. Employees must register with Procurement if they have a conflict of interest.

RESTRICTED VENDORS

VENDORS WHO ONLY ACCEPT CREDIT CARDS / NO PURCHASE ORDERS – USE WITH ETSU PROCARD ONLY

AMAZON.COM
HOME DEPOT
MICHAELS
OFFICE DEPOT
OFFICE MAX
WALMART:
    Johnson City
    Elizabethton

VENDORS ETSU CANNOT DO BUSINESS WITH BY EITHER PROCARD OR PURCHASE ORDERS

SAMS WHOLESALE (Do Not Accept Procards or POs)
NEWEGG.COM (Does not accept tax exempt status without undue difficulties)
ROSS STORES (Does not accept tax exempt status)

DO NOT USE ANY VENDOR WHO WILL NOT ACCEPT OUR TAX EXEMPT STATUS
# PROCARD RECORD RETENTION

<table>
<thead>
<tr>
<th>YEAR:</th>
<th>MAINTAIN THROUGH:</th>
</tr>
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<tbody>
<tr>
<td>2007 – 08</td>
<td>6/30/2011</td>
</tr>
<tr>
<td>2008 – 09</td>
<td>6/30/2012</td>
</tr>
<tr>
<td>2009 – 10</td>
<td>6/30/2013</td>
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<tr>
<td>2010 – 11</td>
<td>6/30/2014</td>
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<td>2011 – 12</td>
<td>6/30/2015</td>
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<td>2012 – 13</td>
<td>6/30/2016</td>
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<td>2013 – 14</td>
<td>6/30/2017</td>
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<td>2014 – 15</td>
<td>6/30/2018</td>
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<td>6/30/2019</td>
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<td>2016 – 17</td>
<td>6/30/2020</td>
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<tr>
<td>2017 – 18</td>
<td>6/30/2021</td>
</tr>
<tr>
<td>2018 – 19</td>
<td>6/30/2022</td>
</tr>
<tr>
<td>2019 – 20</td>
<td>6/30/2023</td>
</tr>
<tr>
<td>2020 – 21</td>
<td>6/30/2024</td>
</tr>
</tbody>
</table>
EAST TENNESSEE STATE UNIVERSITY
RECORDS DISPOSAL AUTHORIZATION

Department: ____________________________ Date: ______________

The following records are no longer required and authorization for disposal is requested within approved guidelines. (Refer to Directive FP-9, Financial Procedures Manual)

Description of Records: Procard statements and supporting documents

Records are dated from _________________ to _________________.

Approved:

Department Head __________________________ Date ______________
Dean or Director __________________________ Date ______________
Vice President ____________________________ Date ______________
Records Officer _____________________________ Date ______________

TO BE COMPLETED AFTER DISPOSAL AND FORWARD TO RECORDS OFFICER, PO BOX 70732

Note: Disposal must be completed within 60 days of the date authorization is signed by the Records Officer or the authorization is invalid.

This is to certify that disposal of the above records was completed on _________________ in accordance with approved guidelines.

Department Head __________________________ Date _______________
## Employee Travel on Procards At-A-Glance:

### CAN IT BE PUT ON THE PROCARD?

#### Airline tickets

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coach/Economy</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Students/Graduate Assistants</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Residents</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>First class</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Spouse/family</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Package deals</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Travel insurance</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Flight protection insurance</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Chartered flights</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Guests</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Candidates for Employment</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Guest Speakers</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Shuttle buses/limousines/cabs</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Priority boarding</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Baggage Fees</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

#### Registrations

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference registration</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Students/graduate assistants</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Residents</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Workshop registration</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Booth/exhibitor fees</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Classes and Training</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>CME/CEU credits</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Entertainment</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Spouses</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Tours</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Banquets/luncheons/dinners (If priced separately)</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Meals</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

#### Hotels

<table>
<thead>
<tr>
<th>Item</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room reservations</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>To secure a reservation</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Hotel charges of any kind</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>
FOOD POLICY SUMMARY AND DOCUMENTATION REQUIREMENTS

The following is a review of the food policy and documentation requirements (per FP-6, II & FP-29).

Documenting Food Transactions - Every food (including drinks and bottled water) purchase must be documented with the following information:

- Date and time of function.
- Where the function will take place.
- The purpose or reason for the function.
- Attendees – be specific as to whether guests or students are in attendance.

Campus Food Policy

- Food purchases for officially sanctioned University functions can be made with University funds with a Vice President's approval.
- ARAMARK is the University's food service contractor. All purchases made through ARAMARK must have a Vice President's approval.
- ARAMARK must be used for all food purchases $150 or more for all functions held at any ETSU facility, including the VA campus and Gray Fossil site. The $150 is the total food cost per function.
- It is not required to use ARAMARK for food purchases for private or closed events under $150 unless the function is held in the Culp Center or surrounding areas on campus, including Borchuck Plaza and the Amphitheatre. Any functions, which are open to the entire University or outside community, must be catered by ARAMARK even if the total food cost is less than $150.
- It is not required to use ARAMARK for functions not being held at ETSU facilities.
- The Procard can only be used for food purchases at grocery stores or ARAMARK. All other restaurants, fast food establishments and catering services are blocked from use on the Procard. Remember ETSU is tax exempt.

Approvals

- All food purchases must have a Vice President’s approval unless using the Procard. However, food cannot be purchased using the Procard for functions that only include ETSU faculty and staff without a Vice President’s approval. The VP’s approval must be kept with the Procard records.
- Vice President’s approval required for all food purchases made with ARAMARK. Orders to ARAMARK can be placed three ways:
  - A purchase order using eBucs “Food Order ARAMARK” form.
  - The Procard, no dollar limit.
• All other food purchases not using the Procard or the ETSU Dining and Catering Group website should be entered in eBucs before the event occurs. EBucs routes the requisition electronically for VP approval. EBucs provides two forms for food purchases: “Food Order ARAMARK” and “Food Order Non-ARAMARK”.

4/13/2012