

AT-A-GLANCE: CAN THESE CHARGES BE MADE WITH A PROCARD?

Refer to the ProCard Manual for Specialized ProCard's Information

<https://www.etsu.edu/bf/procurement>

ProCard Administrator: McKenzie Brewer at brewermr1@etsu.edu

NOTE: Do not sign agreements/contracts/etc. Contact Procurement & Contract Services at 439-4224

| COMMODITY/VENDOR | | ADDITIONAL NOTES |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|----------------------------------------------------------------------------------------------------------------------|
| ACCREDITATION FEES | NO | Enter requisition in eBucs for processing |
| ADMISSION FEES/TICKETS - for University approved activities & events | YES | |
| ADOBE PRODUCTS | NO | Enter requisition in eBucs. See ProCard Manual Exhibit 2, Information Technology Guidelines |
| ADVERTISEMENTS - with appropriate approvals through eBucs. Put credit card information in the Billing Section of the requisition: | YES* | |
| Employment – use eBucs “Advertisement-Employment” form | | |
| Marketing – use eBucs “Advertising-Display/Marketing” or email approval from University Relations & ProCard Administrator | | |
| AIRFARE – employees/medical residents/students only | YES | See ProCard Manual, III. Travel & Exhibit 3 |
| ALCOHOL – denatured (190-200 proof) or liquor - denatured alcohol is ordered directly from Central Receiving through an eBucs internal form; liquor not allowed | NO | |
| AMAZON.COM - supply items not restricted by ProCard rules | YES | See Procurement’s website for Amazon.com tax exempt information |
| AMAZON PRIME MEMBERSHIP & OTHER PURCHASING CLUB MEMBERSHIPS - Note: exceptions with ProCard Administrator prior approval only | NO | |
| AMMUNITION | NO | Enter requisition in eBucs for tracking purposes |
| ANIMALS | NO | Enter requisition in eBucs for additional approvals |
| APPLE PRODUCTS | NO | Enter requisition in eBucs using the Apple punchout. See ProCard Manual Exhibit 2, Information Technology Guidelines |
| APPS FOR ETSU OWNED PERSONAL COMPUTATIONAL DEVICES – 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 to obtain apps. Note: apps are to be purchased for University owned devices only. | NO | See ProCard Manual Exhibit 2, Information Technology Guidelines |

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| BOOKSTORE, ETSU – 20% department discount | YES | |
| BOOTH/EXHIBITOR FEES | YES | See ProCard Manual, IV. Travel & Exhibit 3 |
| BREAK ROOM TYPE SUPPLIES/APPLIANCES/CONSUMABLES FOR EMPLOYEE USE | NO | Individual/personal expense |
| CAR REPAIRS, CAR WASH, SUPPLIES – for ETSU Owned Vehicles. Special ProCard for this purpose. | YES | See ProCard Manual, IV. Travel & Exhibit 3 |
| CARPET | NO | Contact Facilities Management |
| CASH (ADVANCES) | NO | Feature not allowed |
| CASH REFUNDS/VENDOR GIFT CARDS FROM RETURNED PROCARD PURCHASES - credit for refunds applied to ProCard <u>only</u> | NO | |
| CELL PHONES, CELL PHONE SERVICES, HOT SPOTS, ETC. | NO | Contact Procurement & Contract Services. See ProCard Manual Exhibit 2, Information Technology Guidelines |
| COMPUTERS – of any type including desktop, laptop, tablets, etc. | NO | Enter requisition in eBucs. See ProCard Manual Exhibit 2, Information Technology Guidelines |
| CATERING | YES | NEW FEATURE See ProCard Manual, II H. Appropriate documentation must be kept with each receipt. |
| CLEANING SUPPLIES FOR OFFICES, LABS, ETC. - for cleaning equipment such as vacuum cleaners, etc. contact Facilities Management | YES | NEW FEATURE |
| CLOUD STORAGE | NO | Enter requisition in eBucs for additional approvals |
| CLOTHING, UNIFORMS, ETC. | NO | Enter requisition in eBucs for additional approvals |
| CME/CEU CREDITS | YES | See ProCard Manual, IV. Travel & Exhibit 3 |
| CONFERENCE REGISTRATIONS | YES | See ProCard Manual, IV. Travel & Exhibit 3 |
| CONTRACTS/AGREEMENTS – DO NOT SIGN ANY CONTRACTS OR AGREEMENTS | NO | Enter requisition in eBucs. Must be reviewed and signed by Procurement. |

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| COPYING | NO | See ETSU Print & Design website – Printer vendors are blocked on ProCard's |
| DELL PRODUCTS | NO | Enter requisition in eBucs using the Dell punchout. See ProCard Manual Exhibit 2, Information Technology Guidelines |
| DONATIONS OF ANY SORT – must be reviewed by Procurement to determine if the donation is allowed. | NO | Enter requisition in eBucs for additional approvals |
| DRONES/PARTS TO BUILD A DRONE | NO | Enter requisition in eBucs. Must be tracked for required approval and reporting. |
| ENTERPRISE CAR RENTAL | NO | See ProCard Manual, IV. Travel & Exhibit 3 |
| ENTERTAINMENT EXPENSES | NO | See ProCard Manual, VI. Travel & Exhibit 3 |
| E-READERS electronic books only – 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. | YES | See ProCard Manual Exhibit 2, Information Technology Guidelines |
| ETSU – payments from one department to another are processed through a transfer of charges by the Business & Finance Office | NO | |
| ETSU IDENTITY PRODUCTS | NO | Use Identity form in eBucs for additional approvals |
| FAST FOOD RESTAURANTS - University approved activities & events only. Note: Events held in the D.P. Culp Center that are \$300 or more, must use Sodexo. Exceptions must be approved by Sodexo. | YES | NEW FEATURE See ProCard Manual, II H. Appropriate documentation must be kept with each receipt. |
| FIREARMS | NO | Enter requisition in eBucs for tracking purposes |
| FLOWERS - for approved University functions | YES | |
| FLOWERS - for gifts | NO | See policy FP-21, II & IV |
| FOOD ORDERS – for University approved activities & events. New feature allows restaurants and fast food restaurants in addition to grocery stores. <u>Note:</u> Events held in the D.P. Culp Center that are \$300 or more, must use Sodexo. Exceptions must be approved by Sodexo. | YES | NEW FEATURE See ProCard Manual, II H. Appropriate documentation must be kept with each receipt. |
| GASOLINE – for ETSU Owned Vehicles Only. Special ProCard for this purpose. | YES | See ProCard Manual, IV. Travel & Exhibit 3 |

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| GIFTS, GIFT CERTIFICATES OR GIFT CARDS | NO | See Board of Trustees policy "General Purchasing Receipt of Materials & Payment of Invoices", VI. & VII. |
| GRADUATION REGALIA through the ETSU Registrar's office for faculty. Payments from one department to another is processed through a transfer of charges by the Business & Finance Office | NO | ETSU does not issue POs or use a ProCard to make payment to itself |
| GROCERY STORES – University approved activities & events Note: Events held in the D.P. Culp Center that are \$300 or more, must use Sodexo. Exceptions must be approved by Sodexo. | YES | NEW FEATURE (\$ limit removed) See ProCard Manual, II H. Appropriate documentation must be kept with each receipt. |
| HAZARDOUS MATERIALS - with Environmental Hlth & Safety approval | YES | |
| HOTELS/MOTELS/LODGING - including deposits to secure a reservation, hotel charges of any kind | NO | See ProCard Manual, IV. Travel & Exhibit 3 |
| IDENTITY PRODUCTS | NO | Enter in eBucs using the Identity form for special approval |
| INSURANCE OF ANY SORT | NO | The State of Tennessee is self-insured |
| INTERNET SERVICES | NO | Enter requisition in eBucs for additional approvals |
| LICENSING AGREEMENTS – other than software | NO | Enter in eBucs for review and signature |
| MAINTENANCE & SERVICE AGREEMENTS | NO | Enter requisition in eBucs for review and signature |
| MEDICAL SERVICES | YES | NEW FEATURE |
| MEMBERSHIP DUES - per Board of Trustees policy "Memberships and Subscriptions" | YES | NO HOME ADDRESSES ALLOWED |
| MEMBERSHIP FOR CLUBS | NO | Individual/Personal Expense |
| MICROSOFT PRODUCTS | NO | Enter requisition in eBucs. See ProCard Manual Exhibit 2, Information Technology Guidelines |
| OFFICE SUPPLIES – contact ProCard Administrator for setup to use a ProCard with Staples brewermr1@etsu.edu | YES | USING STAPLES CONTRACT ONLY |
| PAGERS | NO | Enter a requisition in eBucs for additional approvals |

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| PAINT, WALLPAPER, BLINDS, ETC - contact Facilities Management for approval to do anything that is permanently affixed to the structure of the building | NO | Must be entered in eBucs for additional approvals |
| PASSPORTS | NO | Individual/Personal expense |
| PERSONAL PURCHASES OR FOR NON-UNIVERSITY PURPOSES | NO | Individual/Personal expense |
| PERSONAL COMPUTING DEVICES - iPads, Kindle Fire, etc. | NO | Enter requisition in eBucs. See ProCard Manual Exhibit 2, Information Technology Guidelines |
| PERSONALIZATION OF PRODUCTS | NO | See ProCard Manual Exhibit 2, Information Technology Guidelines |
| PHONES/PHONE SERVICE – contact Information Technology | NO | See ProCard Manual Exhibit 2, Information Technology Guidelines |
| POSTAGE | YES | |
| PRINTERS - Note: 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, Hewlett Packard printers purchased from the CDW-G punchout in eBucs will be tagged by Central Receiving and supported by ITS for six (6) years. | YES | See ProCard Manual Exhibit 2, Information Technology Guidelines |
| PRINTING | NO | See Print & Design Website – Printing vendors are blocked on ProCard's |
| PROFESSIONAL LICENSE | NO | Generally, a personal expense |
| PROMOTIONAL ITEMS | NO | Enter requisition in eBucs using the Identity form for additional approvals |
| PURCHASE AGREEMENTS | NO | Enter requisition in eBucs |
| PURCHASING CLUB MEMBERSHIPS – Note: allowed only with ProCard Administrator prior approval (including Amazon.com & Sam's Club) | NO | |
| RADIOACTIVE MATERIALS - with prior approval by Radiation Safety Officer | YES | |
| RESALE ITEMS - merchandise to be used for resale | NO | Enter requisition in eBucs for additional approvals |
| REIMBURSEMENT FOR OUT-OF-POCKET | NO | Individual expense |
| REGISTRATIONS - for conferences, meetings, training | YES | See ProCard Manual, IV. Travel & Exhibit 3 |

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| RENTAL OF ITEMS - only if an agreement does not require signature. If so, enter requisition in eBucs for review & signature. | YES | |
| RENTAL OF VEHICLES OF ANY SORT | NO | See ProCard Manual, IV. Travel & Exhibit 3 |
| REPAIRS | YES | NEW FEATURE |
| REPRINTS & SUBMISSION FEES FOR ARTICLES/PAPERS | YES | |
| ROOM/FACILITY RENTAL FOR EVENTS, MEETINGS, ETC. - must use eBucs if an agreement needs to be reviewed & signed | YES | NEW FEATURE |
| RESTAURANTS/FAST FOOD PLACES - University approved activities & events only. Note: Events held in the D.P. Culp Center that are \$300 or more, must use Sodexo. Exceptions must be approved by Sodexo. | YES | NEW FEATURE See ProCard Manual, II H. Appropriate documentation must be kept with each receipt. |
| SAM'S CLUB - using ETSU Business Membership Card only | YES | See Procurement Website for instructions |
| SIGNS – contact Facilities Management or Identity Services for help | NO | Enter requisition in eBucs for additional approvals |
| SERVICES - Note: If contracts or agreements are included, a ProCard cannot be used. DO NOT SIGN any agreements or contracts. They must be processed through Procurement & Contract Services. | YES | NEW FEATURE |
| SHIPPING SERVICES - includes packaging services if needed - FedEx, UPS, etc. | YES | NO HOME ADDRESSES ALLOWED |
| SOFTWARE/SOFTWARE LICENSES - with prior ITS approval. Email Manager of Computing Technology Services at webbr@etsu.edu Note: Software license agreements not allowed. Enter in eBucs with agreement for review & processing. | YES | See ProCard Manual Exhibit 2, Information Technology Guidelines |
| SODEXO - ETSU's campus food service provider for University approved activities & events. Note: Events held in the D.P. Culp Center that are \$300 or more, must use Sodexo. Exceptions must be approved by Sodexo. | YES | NEW FEATURE See ProCard Manual, II H. Appropriate documentation must be kept with each receipt. |
| STANDING/BLANKET ORDERS | NO | Enter requisition in eBucs |
| STAPLES – Contact ProCard Administrator for setup to use a ProCard with Staples brewermr1@etsu.edu | YES | USING STAPLES CONTRACT ONLY |
| SUBSCRIPTIONS - per Board of Trustees policy "Memberships and Subscriptions" | YES | NO HOME ADDRESSES ALLOWED |
| TAX - a tax exempt form can be requested from the ProCard Administrator brewermr1@etsu.edu | NO | State of Tennessee is tax exempt |
| TELEPHONES - cellular or other including service | NO | See ProCard Manual Exhibit 2, Information Technology Guidelines |
| TRAINING/CLASSES - registration with appropriate University approvals | YES | See ProCard Manual, IV. Travel & Exhibit 3 |

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| TRAVEL - limited to airline tickets for employees/students/residents only, no guests | YES | See ProCard Manual, IV. Travel & Exhibit 3 |
| STUDENT GROUP TRAVEL - specialized travel card for student/athletic groups | YES | Contact ProCard Administrator for details |
| TICKETS/ADMISSION FEES - for University approved activities & events | YES | See ProCard Manual, VI. Travel & Exhibit 3 |
| USED MERCHANDISE | YES | No longer requires special approval by Procurement |
| VEHICLE REPAIRS, CAR WASH, SUPPLIES – for ETSU Owned Vehicles Only. Special ProCard for this purpose. | YES | See ProCard Manual, IV. Travel & Exhibit 3 |
| VERIZON - phones or service | NO | Contact Procurement & Contract Services |
| WEB ADDRESSES/INTERNET LINKS/DOMAIN NAMES | NO | Enter requisition in eBucs for required approvals |
| WEB DESIGN | NO | Enter requisition in eBucs for required approvals |

*Special conditions apply.

Updated 1/22/2020