**PROCARD MANUAL**

**ETSU PROCUREMENT CARD PROGRAM**

Contents

[I. The PROCARD PROGRAM 2](#_Toc494877568)

[II. PROCEDURES 2](#_Toc494877569)

[A. Description 2](#_Toc494877570)

[B. Types of Procards 2](#_Toc494877571)

[C. Authorized Purchases 2](#_Toc494877572)

[D. Restricted Purchases 3](#_Toc494877573)

[E. Allowed Purchases 5](#_Toc494877574)

[F. Applying for a Procard 6](#_Toc494877575)

[G. Canceling a Procard 6](#_Toc494877576)

[H. Grants 7](#_Toc494877577)

[I. Foundation 7](#_Toc494877578)

[III. TRAVEL 7](#_Toc494877579)

[A. Employee and Student Travel 7](#_Toc494877580)

[B. Student Group/Team Travel 9](#_Toc494877581)

[C. Study Abroad 9](#_Toc494877582)

[IV. RESPONSIBILITIES 9](#_Toc494877583)

[A. Cardholder Activities 9](#_Toc494877584)

[B. Procedures for Handling Discrepancies 11](#_Toc494877585)

[C. Internal Controls 11](#_Toc494877586)

[V. ASSISTANCE 12](#_Toc494877587)

[A. Lost or Stolen Card 12](#_Toc494877588)

[B. Unrecognized or Unauthorized Charges 12](#_Toc494877589)

[C. Purchase Denied 12](#_Toc494877590)

[VI. EXCEPTIONS 12](#_Toc494877591)

[EXHIBITS 12](#_Toc494877592)

[Exhibit 1 - Contacts 13](#_Toc494877593)

[Exhibit 2 – Information Technology Guidelines 14](#_Toc494877594)

[Exhibit 3 – Employee Travel 15](#_Toc494877595)

[Exhibit 4 – Activity Log Sample 16](#_Toc494877596)

[Exhibit 5 – Procard Record Retention 17](#_Toc494877597)

# The PROCARD PROGRAM

The Procard program streamlines the purchasing process 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.

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 Business and Finance which includes the charges from all departments*.* A consolidated 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.

The Procard program is administered by the Purchasing department.

# PROCEDURES

## Description

Each Procard is assigned to a specific employee, department, and ETSU Banner index number.

Most Procards issued are basic supply cards. In addition there are specialized Procards that are tailored to meet specific needs. Contact the Procard Administrator to get additional information (see exhibit 1).

## Types of Procards

* Basic supply card which uses account code 74570.
  + The basic supply Procard includes a feature for payment of approved employee travel airfare which uses account code 73211.
* Student group/team travel card which uses account code 73420.
* Study abroad card which uses account code 73420.
* University department owned vehicle card which uses account code 74570.

Due to the electronic nature of the Procard accounting system, charges will not be transferred between index numbers. Exceptions can be made for unusual circumstances as approved by the Chief Financial Officer.

## Authorized Purchases

* + 1. Supplies, except those described in section II.D,can be ordered directly from vendors. Any transactions outside the established parameters should automatically be declined by the credit card processor at the point of sale. A more extensive list of what purchases can be made using the Procard can be found at this link:

<http://www.etsu.edu/procurement/purchasing/purchasers/procards.aspx>.

* + 1. 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 index numbers.
    2. **All shipments must be to university addresses. Under no circumstances are shipments to go to a home address.**
    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 $10,000. 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.

1. Examples of erroneously splitting orders to avoid bidding:

|  |  |  |  |
| --- | --- | --- | --- |
| (Order A) Furniture Inc. | 11/06/16 | Desk chair | $2,600. |
| (Order B) Office Budget Furniture Co. | 11/06/16 | Desk | $3,900. |
| (Order C) Furniture Inc. | 11/06/16 | Bookcase | $4,400. |
|  |  | Total | $10,900. |

(Three orders for similar items totaling $10,000 or more. This should be bid.)

|  |  |  |  |
| --- | --- | --- | --- |
| (Order A) Furniture Inc. | 11/06/16 | Desk chair | $2,600. |
| (Order B) Office Budget Furniture Co. | 11/09/16 | Desk | $3,900. |
| (Order C) Furniture Inc. | 11/10/16 | Bookcase | $4,400. |
|  |  | Total | $10,900 |

(Three orders for similar items on two different days totaling $10,000 or more. This should be bid.)

**These are similar items and should not be split into multiple orders. The bid limit is $10,000 including estimated shipping costs. Orders should not be split to avoid the bid process.**

1. Examples of erroneously splitting orders to avoid the single purchase limit:

|  |  |  |  |
| --- | --- | --- | --- |
| (Order A) Furniture Inc. | 11/06/16 | Desk chair | $1,570. |
| (Order B) Furniture Inc. | 11/06/16 | Desk | $3,930 |
|  |  | Total | $5,500. |

**Orders should not be split to avoid the single purchase limit of less than $5000. Departments should not allow the vendor to process two separate transactions to keep the dollar amounts less than the single purchase limit or the bid limit.**

1. The combining of Procards within a department to exceed the bid limit or single purchase limit is not allowed.

## 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)
* **Catering** Note: Procard cannot be used with Sodexo
* **Room rental for events:** Exception: Procard can be used to reserve facilities with the City of Johnson City, Jonesborough, Kingsport, the State of Tennessee (ex. Warrior’s State Park).
* **Advertisements:** Exceptions: Some vendors require a credit card be used for placing advertisements, either personnel or marketing. If this is the case, place the ad in eBucs, the University’s electronic purchasing system, using the Advertising-Employment form or Advertising-Marketing form respectively. This allows the advertising requests to route to either Human Resources (personnel ads) or University Relations (marketing ads) for proper approval.

The credit card information goes in the secure Billing section of the eBucs 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 advertisement.**

The eBucs purchase order number or a copy of the purchase order should be included in the Procard supporting documentation. A Banner purchase order number will not be issued.

* **Contracts or licensing agreements** (including software): **NOTE: Do not sign vendor contracts or licensing agreements. These should be sent to the Procurement Office by submitting a requisition with the contract/agreement attached using eBucs, the University’s electronic purchasing system. The contract/agreement will be reviewed for language unacceptable to ETSU and the State of Tennessee.**
* **ETSU:** Note: A transfer of funds between departments for services should be done through the office of Business and Finance, not with a Procard or purchase order.
* **Food orders for $300 or more:** Note: The Procard is not to be used with Sodexo.
* **Maintenance & service agreements**
* **Printing & copying**
* **Identity Products**
* **Carpet**
* **Animals**
* **Fees**  (for example, accreditation fees)
* **Insurance of any sort**
* **Gasoline:** Note: Special Procards can be issued for gasoline and maintenance of university owned vehicles only. Contact the Procard Administrator for additional information (see exhibit 1).
* **Services:** Included but not limited to repairs, internet service, personal or medical services, cell phone service, etc.
* **Rental of vehicles of any sort**
* **Pagers, cell phones or telephones of any type**
* **Flowers, gifts, gift certificates or gift cards:** Exception: Flowers for an approved University event or activity are allowed. Procard records should be documented accordingly.
* **Computers of any sort** (see exhibit 2)
* **Personal computational devices** (see exhibit 2)
* **Alcohol** (190-200 proof denatured or alcoholic beverages): Note: 190-200 proof denatured alcohol can be requisitioned from ETSU Central Receiving using eBucs
* **Apps for personal computational devices** (See exhibit 2)

**Any use of the Procard 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.**

## Allowed Purchases

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

* **Food purchases for $300 or less** - The Procard can only be used for food purchases at grocery stores. All other restaurants, fast food establishments and catering services are blocked from use on the Procard. Remember ETSU is tax exempt.
  + Documenting Food Transactions - Every food purchasing (including drinks and bottle water) 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, students or just ETSU employees are in attendance.
  + Campus Food Policy Summary
    - Food purchases for officially sanctioned University functions can be made with University funds.
    - Sodexo is the University’s food service contractor.
    - Sodexo must be used for all food purchases $300 or more held in the D.P. Culp Center. The $300 is the total food cost per function.
    - The Procard is not to be used with Sodexo.
    - Functions catered by Sodexo should be entered in eBucs using the Sodexo Custom Orders form. Requisitions should be entered before the event occurs.
* **Hazardous materials**
  + **Radioactive materials:** Note: Each order requires prior approval by the Radiation Safety Officer
  + **Membership Dues & Subscriptions:**
  + Memberships/subscriptions may not be paid for an individual as personal memberships or as personal subscriptions. Memberships necessary to maintain or enhance an employee’s professional status are considered the responsibility of the employee.
  + Duplicate memberships and subscriptions should be evaluated with the intention of eliminating unneeded duplicate memberships/subscriptions per institution.
  + Faculty and staff memberships in civic organizations (for example, Lyons Club and Rotary Club) cannot be paid for with University funds.
  + **Home addresses are not to be used for memberships or subscriptions, 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** (see exhibit 2)
  + Exception: No Microsoft products or licenses allowed on Procard

A more extensive list of what purchases can be made using the Procard can be found at this link: <http://www.etsu.edu/procurement/purchasing/purchasers/procards.aspx>.

## Applying for a Procard

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. Designated employees obtain a procurement card by completing the *Procurement Card Authorization* form and submitting it to the ETSU Program Administrator. Forms can be accessed: <http://www.etsu.edu/procurement/purchasing/purchasers/procards.aspx>.

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 a Procard must attend a user training session before receiving a Procard. Training is provided by 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.**

## Canceling a Procard

The Procard Administrator is to be notified by the cardholder or their supervisor upon termination for any reason, including retirement. Procards are to be turned into the Procard Administrator or destroyed at the direction of the Procard Administrator. Procard records are to be sent to the Procard Administrator for a final audit unless an audit of the records has been recently conducted. Supervisors are responsible for ensuring that these procedures are followed.

Cardholders or supervisors of cardholders changing departments must contact the Program Administrator to cancel their Procard(s). If appropriate to the new position, the process for requesting a new Procard will be followed.

In addition to termination or changing departments, the Program Administrator will cancel Procards 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 five years in addition to the current fiscal year (see IV.A.15 & 16). Records must be kept where they can be accessed for auditing purposes if requested.

## 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 R*ecommendation to Obtain VISA Procard for Grants/Foundation* form, and the *Procurement Card Authorization* form. Forms can be accessed: <http://www.etsu.edu/procurement/purchasing/purchasers/procards.aspx>.

The Principal Investigator is to approve and datethe monthly summary billing statement each month a statement is received. Approval means all transactions are appropriate to the needs of the department. In some cases, Grant Accounting may request copies of transactions and their backup. This is necessary for Grant Accounting to invoice for some grant 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. Procards are to be turned into the Procard Administrator or destroyed at the direction of the Procard Administrator.

Multi-year grants, Procards do 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.

## 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, and the *Procurement Card Authorization* form. Forms can be accessed: <http://www.etsu.edu/procurement/purchasing/purchasers/procards.aspx>.

Foundation Accounting must approve requests for Foundation Procards.

# TRAVEL

## Employee and Student Travel

The Procard can be used for travel expenditures in limited circumstances per ETSU Board of Trustees, General Travel policy. Procards can be used for the payment of registration fees and airfare. **This applies to ETSU employees and students only. Non-ETSU individuals are not included (guest speakers, candidates for employment, students from other schools, etc.). (**Seeexhibit 3 for “Employment Travel At-A-Glance”.) The Procards for student group/team travel follow different guidelines (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 authorization and reimbursement process. The cardholder cannot put the entire amount on the Procard with the intent of reimbursing the account for the disallowed charges.

1. Airfare:

Airline tickets are allowed on the Procard for employees and students traveling coach or economy class. Travel insurance or flight protection insurance is not allowed. Package deals are not allowed on the Procard. Also seat selection and baggage charges which include an extra charge are not allowed. Inappropriate or non-employee charges placed on the Procard will be deducted from the travel claim amount by Accounts Payable. If the disallowed amount is greater than the travel claim reimbursement, the traveler will be expected to reimburse the University.

See Employee Travel on Procards At-A-Glance for a complete list of charges that are and are not allowed (see exhibit 3).

1. **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 separately on the statement. However the airline charges will not be reflected in the statement’s total.**

1. 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 claim for travel expenses. These include the airline ticket invoice/itinerary or the registration form and the approved Travel Authorization Request form. The Travel Authorization Request form should be approved before any registrations or travel arrangements 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.

**Note: The approved Travel Authorization Request form MUST be included with all Procard airfare and registration charges.**

1. 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.

## Student Group/Team Travel

A special travel Procard may be requested for team or group travel for student 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 for the student group/team travel 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 group/team travel Procard.

## Study Abroad

A Procard may be requested for travel for student study abroad groups. The Procard can be used for travel related activities including airfare, hotels, restaurants, etc. Study abroad Procard requests must be approved by the Dean of the Honors College, and the Chief Financial Officer. The person requesting the study abroad Procard should understand that they are responsible for all charges made on the Procard, including any overdrafts made against the account. A brief training session is required before receiving the study abroad Procard. Contact the Procard Administrator at 94741 to get the correct Procard request forms.

# RESPONSIBILITIES

## Cardholder Activities

1. Obtain the Procard balance and available credit by calling the toll free number on the back of your Procard before you make a purchase.
2. **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 certificates are available at vendors’ request. Employees may be personally liable for any taxes charged to the Procard.**
3. Place orders as needed. No purchase order number is required.

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.

1. 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 $5,000.
2. Make sure purchases are being made with the correct Procard. Charges will not be transferred between index numbers by the Business and Finance Office. Violations may result in the loss of Procard privileges.
3. 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.

Delivery Address to Central Receiving:

**Department Name**

East Tennessee State University

325 Treasure Lane

Johnson City, TN 37614

**Note: Under no circumstances are home addresses to be used for deliveries, subscriptions, memberships, etc.**

1. 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. See exhibit 4 for a sample Activity Log. Contact the Procard Administrator for an electronic version in excel (see exhibit 1).
2. 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.
3. The cardholder will receive a monthly summary billing statement directly from First Tennessee Bank of all transactions posted to the account.
4. 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 to the monthly summary statement. All credits are to be documented.

If supporting documentation is missing, a memo listing the vendor, items purchased and itemized cost can be attached in place of the original supporting documents.

The ETSU billing cycle ends the 27th of each month or the last business day before the 27th. The transaction on average takes up to three or four days to post to your Visa 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.

1. 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.
2. **Each month you have Procard charges, 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. Approval means all transactions are appropriate to the needs of the department. 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.**
3. 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 promptly.
4. Maintain in the department:

* Monthly summary billing statements
* Supporting documentation including invoices, receipts, packing slips, credits, etc.

1. The department must keep these transaction records for five fiscal years (see exhibit 5). Cardholders are to provide their Procard records for periodic audit by the Procard Administrator. Records can also be audited by Internal Audit and State Audit.
2. Approval to dispose of Procard records must be obtained from the University’s Records Officer. Obtain approval before destroying any records. The Records Disposal Authorization form can be found at <http://www.etsu.edu/bf/forms.php>.

## 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, cardholder is to contact the vendor to arrange a credit.

If a charge needs to be disputed cardholder is to contact First Tennessee Bank (see exhibit 1).

1. Charge on Statement That Is Not Yours: Cardholder should contact the vendor to determine if the materials were ordered. If the charge should not have been posted to the Procard, a credit should be requested.
2. Statement Charge from a Non-Approved Vendor or Suspected Fraudulent Charge: Contact Program Administrator for assistance (see exhibit 1).

## Internal Controls

Each month 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 summary 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 summary statements signed must be done soon after the summary statement is received and before the completion of another billing cycle.

Records must be kept in the department for five fiscal years (see exhibit 5). **These are official ETSU records, which may only be disposed of in accordance with ETSU Financial Procedures.**

If an item is purchased that you wish to have added to your department’s equipment inventory such as a scanning machine or television, contact the Inventory Control Manager (see exhibit 1). Note: printers purchased by Procard cannot be added to inventory (see exhibit 2).

# ASSISTANCE

## 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.

## Unrecognized or Unauthorized Charges

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

## 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, exceeding the single purchase limit or using a blocked vendor type. The vendor will not have accurate information related to the reason for denial.

The cardholder should first verify that the monthly limit has not been reached by calling the automated toll free number on the back of the Procard. If the limit has not been reached the cardholder should contact the Program Administrator at 94741 or 94224. The cardholder does not have authority to obtain the information from First Tennessee Bank.

# EXCEPTIONS

Exceptions to these procedures must be approved by the Purchasing Director.

# EXHIBITS

### Exhibit 1 - Contacts

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**

Wendy Dover

Procurement & Contract Services

Box 70729

439-4741 or 94224

[doverw@etsu.edu](mailto:doverw@etsu.edu)

**Travel**

Accounts Payable

PO Box 70729

423-439-4224

[morjayne@etsu.edu](mailto:morjayne@etsu.edu)

**Inventory Control Manager**

Jay Seehorn

Central Receiving

423-439-4364

[seehornj@etsu.edu](mailto:seehornj@etsu.edu)

**Procurement Website**: [www.etsu.edu/procurement](http://www.etsu.edu/procurement)

### Exhibit 2 – Information Technology Guidelines

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.
* Do not use your own 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 Dell punch-out in eBucs will be tagged by Central Receiving and supported by ITS for six (6) years.

Updated 9/28/17

### Exhibit 3 – Employee Travel

EMPLOYEE TRAVEL ON PROCARDS AT-A-GLANCE

Can it be put on the Procard?

|  |  |  |
| --- | --- | --- |
| **Airline Tickets and Travel:** | Coach/Economy | Yes |
|  | Students/Graduate Assistants | Yes |
|  | Residents | Yes |
|  | First class | No |
|  | Spouse/Family | No |
|  | Package deals | No |
|  | Travel insurance | No |
|  | Flight protection insurance | No |
|  | Chartered flights | No |
|  | Guests | No |
|  | Candidates for employment | No |
|  | Guest speakers | No |
|  | Shuttle buses/limousines/cabs | No |
|  | Priority boarding | No |
|  | Baggage fees | No |
|  |  |  |
| **Registrations/Conferences:** | Conference registration | Yes |
|  | Students/Graduate Assistants | Yes |
|  | Residents | Yes |
|  | Workshop registration | Yes |
|  | Booth/exhibitor fees | Yes |
|  | Classes and training | Yes |
|  | CME/CEU credits | Yes |
|  | Entertainment | No |
|  | Spouses | No |
|  | Tours | No |
|  | Banquets/luncheons/dinners  (if priced separately) | No |
|  | Meals (if priced separately) | No |
|  |  |  |
| **Hotels:** | Room reservations | No |
|  | To secure a reservation | No |
|  | Hotel charges of any kind | No |
|  |  |  |
| **Vehicles/Rentals:** | Enterprise car rental | Yes |
|  | Other car rental agencies | No |
|  | Gasoline | No |
|  |  |  |
| **Vehicles – University Owned\*\*:** | Vehicle repairs (use Free Service Tire Co.) | Yes |
|  | Routine service | Yes |
|  | Gasoline | Yes |
|  | Tires | Yes |
|  | Car washes | Yes |

\*\*Special Procard dedicated to vehicle maintenance, gas and supply items for University owned vehicle. This Procard only must be used for all vehicle related charges.

### Exhibit 4 – Activity Log Sample

ACTIVITY LOG SAMPLE

The Activity Log can help to manage and control the Procard account. Purchases and credits may be recorded on the Activity Log. It can be used to record vendor information when ordering, receipt of delivery and any other information you might need. When the summary billing statement is received, each charge and credit can be verified against the Activity Log for accuracy.

The cardholder is not required to keep an activity log as an official record.

Shown below is a sample log.

ETSU Procard Activity Log

Cardholder’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Procard # (last 4 numbers only): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Index #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Order Date | Vendor/ Contact/ Phone | Description | Charges (or Refund) | Shipping Charges | Date Merchandise Received \* |
| 9/11/17 | Staples | Stapler | $32.00 |  | 9/13/17 |
| 9/12/17 | Best Buy/ Pickup | DVD Player for Dr. Smith’s art history class | $95.00 |  | 9/15/17 |
| 9/13/17 | Lowe’s/ John Cook 929-9186 | Storage bins returned – size too small | ($45.00) |  | 9/15/2017 |

\*Reconciled with Statement

### Exhibit 5 – Procard Record Retention

PROCARD RECORD RETENTION

|  |  |
| --- | --- |
| **Year** | **Maintain Through** |
| 2012-13 | 6/30/2016 |
| 2013-14 | 6/30/2017 |
| 2014-15 | 6/30/2018 |
| 2015-16 | 6/30/2019 |
| 2016-17 | 6/30/2020 |
| 2017-18 | 6/30/2021 |
| 2018-19 | 6/30/2022 |
| 2019-20 | 6/30/2023 |
| 2020-21 | 6/30/2024 |
| 2021-22 | 6/30/2025 |
| 2022-23 | 6/30/2026 |
| 2023-24 | 6/30/2027 |
| 2024-25 | 6/30/2028 |
| 2025-26 | 6/30/2029 |