

## PROCARD PURCHASING PROCEDURES QUICK REFERENCE

1. Determine if the transaction is an acceptable use of the card. Securing the **Best Value** for the University should include verifying price and availability from State Contracts, DIR software contracts, CISV vendors and HUB vendors. Consideration of TIBH products must be considered when using state funds.
2. STATE FUNDS CANNOT
  - a. purchase printing of any dollar amount
  - b. refer to the Program Guide for examples of Acceptable PurchasesSTATE AND LOCAL FUNDS CANNOT
  - a. purchase services
  - b. purchase capital or controlled equipment
  - c. split purchases to avoid proper purchasing procedures
  - d. refer to the Program Guide for other Unacceptable Purchases
3. Determine if the transaction is within the cardholder's spending limit (max \$2000 per transaction). A transaction includes the purchase price, plus freight and installation and excludes tax.
4. Identify the vendor and verify the vendor's warrant hold status if the transaction amount exceeds \$150.
5. Call or fax the order, visit the vendor, or place the order over the internet if you feel that the site is secure. Confirm pricing including shipping and installation.
  - a. If a Purchase Order number is required, use the Purchase Order Number issued to you at the time the card was issued. or the new P. O. Number issued at the beginning of the fiscal year.
  - b. Inform the vendor at the time of check-out that SFASU is tax exempt.
6. Shipping instructions should include the building and room number where delivery is to be made. Request that your name and the Purchase Order Number appear on all packing lists and box labels.
7. Keep all receipts and any other supporting documentation.
8. Record the purchase in the Excel File purchasing card transaction log and attach all receipts and any other supporting documentation. Break down the transaction dollar amount by object code as shown on the log.
9. Upon receipt of the Bank One monthly statement, it must be reconciled with the Transaction Log to ensure the accuracy of all charges.
10. Sign the reconciled Transaction Log and attach the Bank One statement.
11. Forward the reconciled transaction log, Bank One statement, all receipts and any other supporting documentation to the account manager or his/her designee before the 18<sup>th</sup> day of the month or as stipulated by the Department Head. The Account Manager or his/her designee must make the appropriate Receiving Entry into the FRS system for the amount of the statement by the 18<sup>th</sup> day of the month
12. At the same time the printed reconciled log is forwarded to the Account Manager, the Excel File MUST BE EMAILED to the Accounts Payable Supervisor, [ywalker@sfasu.edu](mailto:ywalker@sfasu.edu). FAX OR CAMPUS MAIL IS NOT ALLOWED.
13. Retain the monthly Transaction Logs, Bank One Statement, all receipts and any other supporting documentation in a secure place for three years plus the current fiscal year.