

TENNESSEE TECHNOLOGICAL UNIVERSITY

PROCARD USER'S MANUAL

I. THE PROCARD PROGRAM	1
A. Program Overview	1
B. Program Advantages	2
C. Program Administrator	2
II. OPERATING PROCEDURES	2
A. Opening of Accounts	2
B. Account Description	3
C. Authorized Purchases	3
D. Account Restrictions	3
E. Account Closures	4
F. Grant Accounts	4
III. RESPONSIBILITIES	4
A. Departmental/Procard User Activities	4
B. Approval of FTB Visa Purchasing Card Account Statement	6
C. Procedures for Handling Discrepancies	6
D. Internal Controls	7
E. First Tennessee Bank Responsibilities	7
F. Program Administrator Responsibilities	8
G. Business Office Responsibilities	8
IV. EXCEPTIONS	8
A. Foundation and Agency Purchases	8
B. Group and Team Travel	8
C. General Travel	9
D. Purchases Made Pursuant to Contracts Available for Use by the University	9
E. Library Holdings	9
V. ASSISTANCE	9
A. Lost or Stolen Card	9
B. Unrecognized or Unauthorized Charges	10
C. Account Management	10
D. Purchase Denied	10
VI. ATTACHMENTS	
Attachment A - TTU/Foundation Procard Request	
Attachment B - Employee Cardholder Agreement	
Attachment C - Procard Maintenance Request Form	
Attachment D - Sample Procard Activity Log Form	
Attachment E - Activity Log Procedures and Sample Procard Activity Log Form	

Attachment F - Supporting Documentation Exception Form
Attachment G - Procard Record Retention
Attachment H - Contacts

TENNESSEE TECHNOLOGICAL UNIVERSITY

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. The program utilizes First Tennessee Bank as the payment-processing medium.

Procards will be issued based upon the appropriate approving authority's request. Each Procard will be assigned a Banner index code. When making a purchase or placing an order with a vendor, cardholders will use their Procard in lieu of a requisition/FOAPAL. The cardholder is to give his/her Visa card number at the time of the purchase. Vendors will record purchases on Visa charge slips, which will then be processed through the Visa system. First Tennessee Bank will generally pay the vendor within three to four working days. Once a charge has been processed by Visa, the charge is available for viewing and/or reallocation by the University. Security features within the system's software, Visa Information Management, restrict one department from viewing the transactions of other departments.

The cardholder or a representative(s) to be designated in each department may maintain an activity log(s) and account charges are to be reallocated when necessary. Charges may be viewed and/or reallocated through Visa Information Management via the World Wide Web. All receipts, invoices, and any other supporting documentation **must** be kept with the First Tennessee Bank statements. Upon request, departments must provide supporting documentation to state and internal auditors and other authorized officials.

A monthly Visa account statement, detailing the account charges, is sent directly to each cardholder or departmental representative by First Tennessee Bank. A monthly reconciliation for each card/account is performed by comparing the First Tennessee Bank statements with the supporting documentation. After reconciling, the statement must be signed and dated by the person performing the reconciliation. The statement must also be signed and dated by the appropriate approving authority. (The appropriate approving authority for a cardholder is a person who has sufficient authority to be able to question a cardholder's purchases without fear of reprisal and who has a sufficient knowledge of the cardholder's activities to be able to intelligently question the reasonableness of his or her purchases; generally, this is the cardholder's supervisor.) The Business Office makes one consolidated payment from the master billing statement. All departmental accounts are then debited for each charge posted during the billing cycle. Note: Only the charges actually posted by Visa during the billing cycle will be uploaded into the Banner reports for a particular month.

An activity log can be used as a tool to help keep track of daily purchases. If a department is comfortable with comparing Procard supporting documentation to the First Tennessee Bank statement(s), this procedure is also acceptable. **However, when purchases/credits are made via the telephone or any other means and a receipt is not immediately available, an activity log (or other supporting document) must be used.** This is to ensure the department keeps track of its available budget and to match the items ordered, quoted costs, etc. to the receipts and/or shipping slips.

NOTE: From this point forward when an activity log is mentioned, please keep the above paragraph in mind.

B. Program Advantages

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

There will also be a decrease in the volume of invoices and checks processed by Accounts Payable. A single electronic bank transaction will replace hundreds of invoices received and checks printed, saving time and money.

2. Improved Deliveries and Quicker Information – Without delays in processing requisitions, the order may be placed immediately by the departmental employee. The availability of items and process and ship dates are known when the order is placed. This reduction in order processing time can result in faster delivery of items to the department.

C. Program Administrator

The Purchasing Office will administer the Procard Program.

Procard Program Administrator
Campus Box 5041
Extension 3492

II. OPERATING PROCEDURES

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

A. Opening of Accounts

The administrative officers, deans, directors, and department heads are responsible for designating employees to receive a Procard.

1. The TTU/Foundation Procard Request (**Attachment A**) should be completed by the employee/cardholder and signed by the appropriate approving authorities. This form should be forwarded to the Program Administrator in the Purchasing Office at Box 5041.
2. After receipt of a properly approved TTU/Foundation Procard Request, prospective cardholders will attend a user training session.
3. Upon completion of training, a Cardholder Agreement Form (**Attachment B**) will be signed by the prospective cardholder.
4. The cardholder will be notified by the Purchasing Office when the Procard is available for pick-up.

Legitimate charges to the Procard are a University/Foundation liability (not a personal liability to the individual cardholder). Employees should ensure that Procards are adequately safeguarded from loss or misuse. See Section V for procedures to report lost or stolen cards.

There will be no credit reference check on the personal credit of the employee for the University Procard, nor will the use of the Procard have any impact on the employee's personal credit rating.

B. Account Description

The Visa account number for the Procard program is a credit card number issued in the name of the employee/agent. Each card is assigned to a specific buyer for official University/Foundation purchases. Each card is assigned a default Banner index code.

C. Authorized Purchases

1. Materials/services/travel, except those described in the Account Restrictions section below and further explained in Section IV, may be ordered/purchased directly from vendors. All purchases are subject to the University's purchasing policies and procedures. ITC, food, and other special approvals are still required.
2. Orders are to include only items that should be charged directly to the cardholder's departmental account unless reallocation is made via the Visa Information Management System.
3. The expenditure limit for this program is \$4,999.99 for each transaction **including shipping**. Purchases totaling \$5,000.00 or more must be bid and will automatically be denied at the point of sale. This \$5,000.00 limit is not to restrict valid purchases that are allowed by vendor contracts, team or group travel, foundation or agency account purchases explained in Section IV.
4. Multiple purchases from one vendor or purchases of like or similar items made from different vendors with the intent to circumvent the bid process are not allowed except as permitted in Section IV.
5. Failure to comply with these requirements may result in the cardholder losing his/her Procard privileges.

D. Account Restrictions

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

- Transactions totaling \$5,000 and over that require competitive bidding
- Equipment (See Section IV for Library Holdings Exception)
- Personal purchases or cash withdrawals
- Travel & entertainment expenses except as noted in Section IV
- Gift Cards

- TTU Marketplace Purchases (if purchases need to be made from another department or area on campus, department should use an IDT)
- Contracts or licensing agreements
NOTE: Do not sign vendor contracts or licensing agreements. These should be forwarded to the Purchasing Office for proper approval and/or negotiations.
- Maintenance & service agreements except as noted in Section IV
- Fuel except as noted in Section IV
- Payments pursuant to a University Purchase Order (payments which require receiving documentation in Banner)

Any use of this program that is personal, fraudulent, and/or an act of gross negligence may result in disciplinary action including, but not limited to, the loss of Procard authorization, suspension or termination of employment. Employees will be held personally liable for misuse of Procards assigned to them.

E. Account Closures

As a part of the exit interview, the Human Resources Office will require Procards to be returned to the University. Whether or not the card is returned to the University, upon verification of employment termination, the Program Administrator will delete the cardholder from Visa Information Management and close the credit card account.

The Program Administrator is to be notified whenever an employee accepts a position with a different department within the University. The Program Administrator will cancel the card issued to the employee's former position. If appropriate to the new position and upon receipt of the necessary completed forms, a new Procard may be issued. (See Section II. A.- Opening of Accounts.)

If a card is lost or stolen, the cardholder should contact First Tennessee Bank immediately at 1-800-234-2840 to close the Procard account and contact the Program Administrator. Other account closures will be performed by the Program Administrator upon the request of the administrative officers, deans, directors, or other appropriate approving authorities. In any case, the Program Administrator should be notified that an account has been closed and the canceled card should be destroyed.

F. Grant Accounts

Procards for restricted accounts are issued in the same manner as cards for other accounts. Departments may be asked by Grant Accounting to send copies of all supporting documentation for purchases each month. This will be required for those accounts where the grantor agency requires supporting documentation for expenditures before reimbursement is made to the University.

III. RESPONSIBILITIES

A. Departmental/Procard User Activities

1. Departments are responsible for monitoring the appropriateness of purchases and ensuring the availability of funds in their departmental budgets. **No personal purchases are to be made with the TTU/FOUNDATION Procard.**

2. Departments/cardholders are to confirm that purchases are being charged to the correct Banner FOAPAL. This includes viewing charges using Visa Information Management and making any necessary reallocations.
3. Departments/cardholders may place orders for items as needed. No purchase order number is required. If a vendor asks for a purchase order number, the person placing the order may use his/her TTU telephone extension preceded by an X—example: X1234.
4. The Procard user shall instruct the vendor where to deliver ordered materials. The delivery information contained on the outside label of the box/package must include the following:

(Name of Department)
Tennessee Technological University
Attn: (Name of Person Placing Order)
(Building Name and Room Number)
(Street Address of Building)
Cookeville, TN 38505

5. **The Procard user should tell vendors that the University is tax exempt before placing an order. The tax exemption number is printed on the front of the Visa card. Employees may be responsible for any taxes charged to the Procard.** It is the responsibility of the cardholder to obtain a credit from the vendor for any sales tax paid. Vendors may request a copy of the University's tax exemption certificate; please forward these requests to the Business Office or Purchasing. A signed copy will be supplied to the vendor.
6. The Procard user shall obtain the total cost of the order from the vendor (**including shipping charges**) before the order is placed. The total order must not exceed \$4,999.99 unless covered by the exceptions in Section IV.
7. After each purchase, all information and supporting documentation should be taken to the departmental representative. (This will be the person in the department responsible for reconciling the monthly statements.) See **Section I.A. Paragraph 5 and Attachments D and E** for activity log procedures. The First Tennessee Bank account statement, and attached supporting documentation serve as an audit trail for the University. If there is no supporting documentation (i.e., invoice, packing slip, etc.), the Supporting Documentation Exception Form (**Attachment F**) must be completed and filed with the First Tennessee Bank statement.
8. Orders placed via the phone or any other method when a receipt is not immediately available, must be documented. Record order date, vendor name, merchandise description, and cost. The monthly activity log (if used) along with the other supporting documentation must be attached to the monthly First Tennessee Bank statement.
9. Obtain necessary approvals for the First Tennessee Bank Card Account Statement according to University requirements.
(See Section III. B.)

10. Maintain in the department:
 - activity log sheets (when used)
 - copies of monthly account statements
 - supporting sales slips, receipts
 - packing slips
 - any other supporting documentation

The department must keep these transaction records for five (5) fiscal years beyond the current year (see Attachment G). Records are subject to audit and review by external auditors, Internal Audit, the Business Office, Purchasing, and the Program Administrator or his/her designee.

11. Each cardholder/departmental representative is responsible for making sure that all credits for returned or damaged merchandise are applied against the Procard used to make the purchase. **No credits should be given back in the form of cash or check. Credits are to be applied to the appropriate Procard.**
12. If a purchase is reallocated to another department's index code (i.e. ITS purchases software for Student Affairs) a *copy* of the receipt for the charge is to be sent to that department for their records. The *original* receipt is to be maintained with the procard statement received from the bank.

B. Approval of the First Tennessee Bank Purchasing Card Account Statement

Each cardholder or their departmental representative will receive a monthly account statement directly from First Tennessee for all transactions posted to their account(s).

The cardholder/departmental representative must reconcile the monthly First Tennessee Bank account statements to the supporting documentation. The reviewer/departmental representative and the appropriate approving authority* must sign and date the First Tennessee Bank statements. Items ordered near the end of the billing cycle may be included on the next monthly account statement. The billing cycle ends the **20th** of each month. If the 20th falls on a weekend or holiday, the billing cycle ends the day after the weekend or holiday. The departmental representative is responsible for reallocating charges among the department's Banner index codes via Visa Information Management when the default Banner index code number is not appropriate. The normal cutoff date for reallocations is the **25th** of each month. If the 25th falls on a weekend or holiday, the cutoff date is the following workday at 4:30 p.m. After the cutoff date, the Business Office will upload the charges into the University's accounting system.

*The appropriate approving authority for a cardholder is a person who has sufficient authority to be able to question a cardholder's purchases without fear of reprisal and who has a sufficient knowledge of the cardholder's activities to be able to intelligently question the reasonableness of his or her purchases; generally, this is the cardholder's supervisor.

C. Procedures for Handling Discrepancies

1. Supporting Documentation Amount Differs from Monthly Statement

If the amount on the supporting documentation (i.e. amount quoted by the vendor via the phone, etc.) differs from the monthly account statement (excluding freight costs), contact the vendor. If tax is included in the amount, contact the vendor. If the amount referenced on the activity log or other supporting documentation is incorrect, the correction should be noted.

If the amount on the account statement is incorrect, request the vendor to issue a credit to your Visa card on the next statement.

If a copy of the transaction sales draft (vendor document provided by First Tennessee Bank) is required to investigate the amount, send a written request to First Tennessee Bank. Any charge for this service will be charged to the requesting cardholder's default Banner index code.

2. Unrecognized Charge on Visa Monthly Account Statement

If a charge appears on the First Tennessee Bank Account Statement but is not recognized as an authorized purchase, contact the vendor. If it is determined that the materials were ordered and/or received, obtain the necessary supporting documentation.

If the charge should not have been posted to the cardholder's account, ask the vendor to issue a credit to the Visa card and document the credit due the University.

3. Unauthorized or Suspected Fraudulent Charge

Contact Program Administrator or the Director of Accounting.

D. Internal Controls

Each month the cardholder/departmental representative is to make a detailed review by comparing the supporting documentation to the First Tennessee Bank account statement to ensure that the amounts charged reflect merchandise actually received. The cardholder/departmental representative is to sign and date the monthly First Tennessee Bank Visa account statement to indicate the review was performed. All supporting documentation (receipts, packing slips, charge/sales slips, activity logs, etc.) should be attached to the First Tennessee Bank Visa account statement after the review. The appropriate approving authority* must also sign and date the First Tennessee Bank Visa account statement. The First Tennessee Bank Visa account statement along with the supporting documentation should be maintained centrally in the department. Records must be kept for five (5) fiscal years following the current fiscal year. **These are official University records that may only be disposed of in accordance with Tennessee Board of Regents Guideline G-070 (See Attachment G).**

*The appropriate approving authority for a cardholder is a person who has sufficient authority to be able to question a cardholder's purchases without fear of reprisal and who has a sufficient knowledge of the cardholder's activities to be able to intelligently question the reasonableness of his or her purchases; generally, this is the cardholder's supervisor.

E. First Tennessee Bank Responsibilities

1. Pay vendors as Visa charges are submitted.
2. Control credit verification.
3. Provide original billing statement to Business Office and monthly account statements directly to cardholders or departmental representative(s). Provide analyses to Program Administrator.
4. Send duplicate copies of sales drafts in the event of a disputed charge.

F. Program Administrator Responsibilities

1. Process authorized requests for Procards, maintain control over active cards, and close accounts in accordance with operating procedures.
2. Establish default Banner index code for each card.
3. Maintain a file for each cardholder.
4. Exercise general control over the program.

G. Business Office Responsibilities

1. Ensure that monthly uploads for all charges entering the Procard system are entered into Banner Finance.
2. Remit consolidated payment to First Tennessee Bank for all purchases made using the University Procard.
3. Provide general maintenance and support to the Program Administrator for the overall success of the Procard Program.

IV. EXCEPTIONS

A. Foundation and Agency Purchases

Foundation and Agency Funds are not monies of the University. Therefore, the restrictions in this manual are not designed to limit the use of the Procard with Foundation or Agency accounts in any manner. The manual does serve as a general guide to these type funds to help personnel organize and carryout the operations of the Procard as it relates to these funds and the desired use by management of these funds. Procard use for foundations and agencies must also follow the use of funds specific to these funds.

B. Group and Team Travel

University accounts (as well as Foundation and Agency Funds) are allowed to use the Procard for group and team travel. This exception is specifically designed to help minimize the amount of cash that is carried on trips by differing groups. This includes allowable meals, hotel, etc while in a state of travel for team and group travel. Rate

limits are governed by the General Travel Policy and the \$5,000 single purchase limit does not apply unless the General Travel Policy dictates. In addition, Athletic travel shall comply with all pertinent regulations of the National Collegiate Athletic Association and the athletic conference of which the institution is a member. This policy also includes bringing Athletic recruits to campus via the group travel exception.

C. General Travel

Procurement cards may be used for the payment of registration fees and required advance payments for airline. Procurement cards may not be used for expenses incurred during actual travel time or for advance payments for hotels. This limitation on General Travel does not restrict expenditures discussed in Section IV.A.& B. Travel charges should be coded travel and noted on the travel claim when paid by Procard. Fuel used in motor pool vehicles should not be purchased with the Procard.

D. Purchases Made Pursuant to Contracts Available for Use by the University

TBR Purchasing Policy 4:02:10:00 allows the University to purchase materials or services utilizing contract(s) awarded by any TBR or UT institution through a competitive bid process, when such specifies that other institutions would be permitted to purchase under the bid. It further allows purchases of materials or services from a statewide contract awarded by the State of Tennessee Department of General Services Purchasing Division through a competitive bid process. From time to time purchases made pursuant to the terms of such contract(s) may require a cardholder to make multiple single Procard transactions in order to accommodate a total purchase exceeding \$4,999.99. This is an approved exception to the procedures outlined in this manual, as the single purchase limit encoded within the card represents a control tool of the system and does not prohibit the cardholder from making purchase(s) which otherwise could be made if an alternate mode of payment (i.e. University check) would permit it.

E. Library Holdings

Pursuant to TBR Purchasing Policy 4:02:10:00 purchases of materials for additions to a library collection include cost of books, catalogs, periodicals, binding, audio-visual media, and other general publications. These items are capital expenditures. These purchases may be made without formal bids or quotations, and appropriate documentation shall be maintained on these purchases to support sole source procurement. The Procard can be used for these items.

V. ASSISTANCE

A. Lost or Stolen Card

Contact First Tennessee Bank immediately at 1-800-234-2840 and the University Program Administrator at ext. 3492 upon discovery of a lost or stolen card. First Tennessee Bank must be contacted within 48 hours of the discovery to minimize the

University's risk of loss. If the University is closed and a card is lost, it is the cardholder's responsibility to contact First Tennessee Bank within the 48-hour time frame upon the discovery of a lost or stolen card. Although the contractual time frame is 48 hours, the contact should be made to First Tennessee Bank **immediately**.

B. Unrecognized or Unauthorized Charges

The department should be certain the charge is not valid. The department should contact the bank or vendor to help resolve the issue. If an issue is irreconcilable with a vendor or the bank or fraud is evident, contact the Program Administrator or the Director of Accounting to begin the review process for the unrecognized/unauthorized charge.

C. Account Management

To discuss account management, contact the Program Administrator at ext. 3566.

D. Purchase Denied

If a vendor advises that a charge has been denied by the Visa system, it is most likely a result of a violation of one of the various established levels of authority checks. Such checks include monthly credit limits, single purchase limits, and Merchant Category Code restrictions. These checks are a tool for internal control but not meant to be policy to limit purchases that are valid. The vendor will not have information related to the reason for denial, nor does the cardholder have the authority to obtain the information from First Tennessee Bank. The cardholder should call the 1-800 number on the back of the card first to discuss with the bank and then contact the Program Administrator at ext. 3566 if not resolved.

Cardholders may obtain their Procard balance and available credit by calling the toll-free number on the back of the Procard. To increase the monthly credit limit, please complete a Procard Maintenance Request Form. See Attachment C.

Changes and/or exceptions to these Procard Procedures may be approved in writing by either one of the following: President, Vice President for Planning and Finance, or the Director of Accounting.

See Attachment H for a list of Procard contacts.

ATTACHMENTS

Attachment A	TTU/Foundation Procard Request
Attachment B	Employee Cardholder Agreement
Attachment C	Procard Maintenance Request Form
Attachment D	Sample Procard Activity Log Form
Attachment E	Activity Log Procedures and Sample Procard Activity Log Form
Attachment F	Supporting Documentation Exception Form
Attachment G	Procard Record Retention
Attachment H	Contacts

TTU/FOUNDATION PROCARD REQUEST

To be signed by the Appropriate Dean/Administrative Officer responsible for the Budgetary Account.
(This is the Responsible Person (or designee) for the Banner Org in Question.)
Complete one form for each cardholder. Each person is limited to five (5) cards.

Cardholder Name (please print): _____
 Employee Number: T _____ Email: _____
 Department Name: _____
 Departmental Representative: _____
 Box Number: _____
 Cardholder's Business Phone: _____
 Cardholder's Home Phone: () _____

I am authorizing _____ to receive a University/Foundation Visa
 Cardholder's Name (As it will appear on the Procard)

Procard for the department of _____ for the account number(s)
 listed below. Department Name

 Approved by (Director, Dept. Chairperson, Principal Investigator)

 Date

 Approved by (Dean/Administrative Officer)

 Date

Use of the card is restricted to purchases in accordance with the terms and conditions outlined in the Procard User's Manual.

THERE IS A LIMIT OF FIVE PROCARDS PER EMPLOYEE

Default Index Code(s): (Limit Five Per Employee)	Requested Monthly Credit Limit:							Other
	(Circle one for each account number/Procard) *							
	\$1,000	\$1,500	\$2,000	\$5,000	\$8,000	\$10,000		
_____							_____	
_____							_____	
_____							_____	
_____							_____	
_____							_____	

* (If an amount is not indicated, the account will automatically be set at \$2,000.)

Return signed form to the Procard Program Administrator, Purchasing Office, Box 5041

**EMPLOYEE CARDHOLDER AGREEMENT
FOR UNIVERSITY/FOUNDATION PROCARD**

(You have been recommended to receive a TTU/Foundation Procard. Please complete the following.)

DATE: _____

NAME: _____

Print Name as it will appear on the Procard

The employee/representative is to complete this agreement after completing the User’s Training Session and after reading the Procard User’s Manual.

You are hereby authorized to purchase supplies and pay for such purchases using the Tennessee Technological University/Foundation Procard as provided in the Procard User’s Manual.

Travel payments are allowed but limited to exceptions granted in Section IV.

Purchases may be made consistent with your organizational responsibilities, including any grant restrictions, to satisfy legitimate University business. However, purchase limits stated in the manual have been established. All purchases must be made in accordance with all applicable University/Foundation and/or TBR policies and procedures respectively. This delegation does not authorize you to purchase any items listed in Section II. D. “Account Restrictions” in the Procard User’s Manual except as noted in Section IV.

This delegation shall automatically terminate upon separation of employment/agency from Tennessee Technological University or upon reassignment to another department within the University.

Any charges incurred, which are expressly prohibited by any policy or procedure of the University/Foundation respectively, will be my personal responsibility. The Procard is not to be used for any personal purchases. Any charge not authorized by University/Foundation policies and procedures shall be reimbursed by the Cardholder. If provisions are not made for reimbursement to the University within one month, such charges may be recovered through payroll deductions.

The University/Foundation has the right to cancel my Procard at any time.

I further agree to relinquish the Procard to the Program Administrator upon transfer of employment to another department or when requested to do so, and upon termination of employment -- return at exit interview. I hereby agree to the above requirements and have read the Procard User’s Manual.

Cardholder’s Signature

T _____
Employee T Number

Department

Box Number

Phone

Date Training Completed

Signature of Procard Trainer

PROCARD MAINTENANCE REQUEST FORM

Name: _____

Card Number: _____ (last 4 digits)

Date: _____

Type of Request:

- _____ Cancel Card/Close Account
- _____ Default Index Code Change
- _____ Department Change**

- _____ Cardholder Name Change*
- _____ Address Change
- _____ Monthly Credit Limit Change
\$ _____

*Will result in cancellation of card and issuance of a new card with updated information.

**Will result in cancellation of card. A new TTU/Foundation Procard Request must be completed.

THE VISA CARD SHOULD BE CUT IN HALF AND RETURNED WITH THIS FORM FOR ALL CLOSED AND CANCELED CARDS. FORM SHOULD BE MAILED TO THE PROGRAM ADMINISTRATOR, TTU BOX 5041.

Explanation of Request:

Cardholder Signature: _____

Department: _____

Departmental Representative: _____

Approved by (Dean/Administrative Officer)

Date

ACTIVITY LOG PROCEDURES

The Activity Log is designed as a tool that can be used to keep track of items purchased and the dollar amount spent using the Procard. The Activity Log entries presented below are representative of the information that should be recorded. Another form of documentation with comparable information is acceptable. If departments are comfortable with comparing supporting documentation to the First Tennessee Bank statements, that is an acceptable procedure. Each department can determine specific uses for the activity log to better control their Procard activity. The only requirements are noted below.

An activity log, or other supporting documentation, is required under the following conditions: when orders/credits are made via the telephone or any other method and a receipt is not immediately available, the orders should be documented to ensure accuracy of items received and amounts charged when items received. This will ensure that all credits due the University will not be forgotten when dealing with a time lag.

Visa account statements and supporting documentation have the same retention requirements as other accounts payable records. These transaction records must be kept in the department for five (5) fiscal years plus the current year. Records may only be destroyed in accordance with procedures as detailed in TBR Guideline G-070.

Shown below is a sample activity log:

Procard Activity Log

Name: _____
 Department: _____
 Procard # _____ (Last 4 digits)
 Reconciled By: _____ Date: _____
 Approved By: _____ Date: _____

Order Date	Vendor/Contact/Phone #	Quantity/ Description	Charges (or Refunds)	Banner Index Code/Account Code	Date Merchandise Received	Reconciled With Statement (*)
8/11/10	StaplesLink 282-8882	3 Staplers	\$15.00	2-62001 4530	8/13/10	
8/12/10	Wal-Mart/ Pickup	Film Processing	\$9.50	2-62001 4530	8/15/10	
8/13/10	PC Computing	Computer Supply	\$45.00	2-62001 4530	8/15/10	

SUPPORTING DOCUMENTATION EXCEPTION FORM

Procard User Name _____ Dept. Account No. _____

Procard Account No. _____ (Last 4 digits) Date _____

1.	Vendor Name and Address:	_____

2.	Vendor Telephone No.:	_____
3.	Vendor Contact Name:	_____

Quantity	Item Description	Unit Cost	Extended Cost	Shipping/Delivery Charges	Total Cost	Date Received

Explanation: _____

Cardholder Signature _____ Date _____

**PROCARD
RECORD RETENTION**

<u>FISCAL YEAR</u>	<u>MAINTAIN THROUGH</u>
2008 - 09	6 / 30 / 2014
2009 - 10	6 / 30 / 2015
2010 - 11	6 / 30 / 2016
2011 - 12	6 / 30 / 2017
2012 - 13	6 / 30 / 2018
2013 - 14	6 / 20 / 2019

CONTACTS

VISA INFORMATION MANAGEMENT (VIM)

<https://informationmanagement.visa.com>

PROCARD PROGRAM ADMINISTRATOR

Purchasing Office: Donna Wallis
Campus Box 5041
Ext. 3492
DWallis@tntech.edu

To report lost/stolen cards, set up new accounts, and general program administration.

ACCOUNTING/BUSINESS OFFICE

Valerie Petty
Campus Box 5037
Ext. 3002
VPetty@tntech.edu

To inquire about charges showing up on the monthly accounting reports and reallocation concerns.