

# **TENNESSEE TECHNOLOGICAL UNIVERSITY PROCARD USER'S MANUAL**

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# 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 US 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 and Account code. When making a purchase or placing an order with a vendor, cardholders will use their Procard whenever feasible and appropriate, including on an Eagle Buy requisition. The cardholder is to give his/her VISA number at the time of the purchase. Once a charge has been processed by VISA, the charge is available for viewing and/or reallocation on US Bank Access Online website. Security features within the website restricts 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), reallocate account charges when necessary, and perform monthly reconciliations.

A monthly VISA account statement, detailing the account charges, is sent directly to each cardholder or departmental representative by US Bank. The billing cycle ends the 15<sup>th</sup> of each month. If the 15<sup>th</sup> falls on a weekend or holiday, the billing cycle ends the day after the weekend or holiday. A monthly reconciliation for each card/account must be performed by comparing the US Bank statements with the supporting documentation, such as receipts or invoices. The reconciliation should be completed no later than the last day of the next month following the statement date. For example, for a billing period that ends on October 15<sup>th</sup> the reconciliation should be completed (including approval signatures) by November 30<sup>th</sup>.

Procards for restricted or grant 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.

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 Banner Finance for a particular month. Items ordered near the end of the billing cycle may be included on the next monthly account statement.

### B. Program Administrator

The Purchasing Department will administer the Procard Program.

Procard Program Administrator  
Campus Box 5144  
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 chairs are responsible for designating employees to receive a Procard. Procards are not to be issued to temporary employees or volunteers.

1. The Procard Request Form should be completed by the employee/cardholder in Eagle Buy (online procurement system) and submitted for approval. This form will be electronically forwarded to the Program Administrator in the Purchasing Office through Eagle Buy.
2. After receipt of a properly approved Procard Request, prospective cardholders will attend a user training session.
3. Upon completion of training, a Cardholder Agreement Form (**Attachment A**) 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.

There will be no credit reference check on the personal credit of the employee for the Procard, nor will the use of the Procard have any impact on the employee's personal credit rating. The VISA account number for the Procard program is a credit card number issued in the name of the employee/agent, who is responsible for ensuring that all purchases made using the card are for official University/Foundation purchases. Legitimate charges to the Procard are a University/Foundation liability (not a personal liability to the individual cardholder).

### B. Authorized Purchases

1. Materials/services/travel, except those described in the **Section C. Account Restrictions**, may be ordered/purchased directly from vendors. All purchases are subject to the University's purchasing policies and procedures, except as described in **Section C. Account Restrictions**. ITS, food, and other special approvals are 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 US Bank Access Online website.
3. The expenditure limit for this program is \$4,999.00 for each transaction **including shipping**. Single items costing \$5,000.00 or more are considered equipment, and all equipment purchases must be on a Purchase Order.

Purchases totaling \$10,000.00 or more must be competitively bid. This \$4,999.00 limit is not to restrict valid purchases that are allowed by team or group travel, foundation, or agency account purchases explained in **Section C. Account Restrictions**.

From time to time purchases may require a cardholder to make multiple single Procard transactions in order to accommodate a total supplies purchase exceeding \$4,999.00. This is an approved exception, as the single purchase limit encoded within the card represents a control tool of the system and does not prohibit the cardholder from making supplies purchase(s) which otherwise could be made if an alternate mode of payment (i.e. University check) would permit it.

4. Multiple purchases from one vendor or purchases of like or similar items made from different vendors which circumvent the bid process or the equipment policy are not allowed.

### **C. Account Restrictions**

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

- Personal purchases or cash withdrawals
- Gift Cards
- TTU Marketplace Purchases (if purchases need to be made from another department or area on campus, department should use an IDT)  
NOTE: The bookstore is not considered a Marketplace purchase.
- Purchases with accompanying contracts or agreements, including service or maintenance agreements.  
NOTE: Departments are not authorized to sign contracts or agreements. These should be processed through Eagle Buy for proper review/approval.
- Payments pursuant to a Purchase Order (payments which require receiving documentation in Eagle Buy)
- Purchases that include a trade-in are not allowed on a Procard. Trade-ins must be processed through Purchasing.
- Purchases of licensed motor vehicles are not allowed on a Procard. Purchases of licensed motor vehicles must be made by purchase order through Eagle Buy.
- Purchases of domain names.

#### **1. University Supplies Procard Additional Restrictions**

- Transactions totaling \$10,000 and over that require competitive bidding
- Equipment
- Travel except advance purchases of airline tickets (can include advance purchases of baggage fees) and registration fees
- Entertainment
- Meals at restaurants
- Fuel
- TTU cell phone accessories

Procards may be used for the payment of registration fees and advance payments for airline tickets. Procards may not be used for payments for hotels

or other expenses incurred during actual travel time, such as baggage fees paid at the airport, shuttles to and from the airport, taxis, etc. Travel charges paid by Procard should be reallocated to a travel account code and noted on the travel claim in the Procard activity section.

**2. Library Supplies Procard Additional Restrictions**

- Equipment (Library Holdings purchases are allowed)
- Travel except advance purchases of airline tickets (can include advance purchases of baggage fees) and registration fees
- Entertainment
- Meals at restaurants
- Fuel
- TTU cell phone accessories

Pursuant to TBR Purchasing Policy 4:02:10:00 purchases of materials for additions to a library collection include cost of books, catalogs, 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.

**3. Residential Life Supplies Procard Additional Restrictions**

- Transactions totaling \$10,000 and over that require competitive bidding
- Equipment
- Travel except advance purchases of airline tickets (can include advance purchases of baggage fees) and registration fees
- Entertainment
- Fuel
- TTU cell phone accessories

An exception has been made to allow Residential Life employees, who often provide food for students living in University housing, to use the Procard to purchase meals at restaurants as appropriate for the accounts which are funding the purchases.

**4. Village Group Supplies Procard Additional Restrictions**

- Transactions totaling \$10,000 and over that require competitive bidding
- Equipment
- Travel except advance purchases of airline tickets (can include advance purchases of baggage fees) and registration fees
- Fuel
- TTU cell phone accessories

An exception has been made to allow Village head employees, who often entertain students living in University housing, to use the Procard to purchase meals at restaurants and entertainment expenses as appropriate for the accounts which are funding the purchases.

5. **Group and Team Travel Procard Additional Restrictions**

- Equipment
- TTU cell phone accessories

To help minimize the amount of cash that is carried on trips by differing groups travel expenses for a group or team are allowable on the Procard. This includes allowable meals, hotel, gas for rental cars, etc while in a state of travel for team and group travel. Rate limits are governed by the General Travel Policy and the \$4,999 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 exception also includes bringing Athletic recruits to campus.

6. **Foundation Procard Additional Restrictions**

- Equipment

Foundation 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 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 foundation accounts must also follow the use of funds criteria specific to these funds

7. **Agency Procards**

Agency Procards have no additional restrictions as agency funds are not funds of the University; therefore, University purchasing policies do not apply to purchases made through an agency account.

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.

**III. RESPONSIBILITIES**

**A. Departmental/Procard User Responsibilities**

1. Departments are responsible for monitoring the appropriateness of purchases and ensuring the availability of funds in their departmental budgets.
2. **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 Procard. 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 (ext. 3023 or sjones@tntech.edu). A signed copy will be supplied to the vendor.

3. The University has an Amazon master account set up to ensure tax exempt purchases through Amazon, as well as to provide other business benefits. Any cardholder who wishes to purchase from Amazon should contact the Purchasing office to ask for an “invitation” to join the master account.
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 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 \$4,999.00 unless covered by an exception in **Section II. C. Account Restrictions**.
6. 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 refunded in the form of cash or check. Credits are to be applied to the appropriate Procard.**
7. Cardholders are responsible for keeping track of purchases made. An activity log can be used as a tool to help keep track of daily purchases. If a department is comfortable with comparing receipts or other supporting documentation to the US 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 monitors its available budget and to match the items ordered, quoted costs, etc. to the receipts and/or packing slips. Record order date, vendor name, merchandise description, and cost on the activity log.
8. After each purchase, all information and supporting documentation should be given to the departmental representative. (This will be the person in the department responsible for reconciling the monthly statements. This may be the cardholder in some instances.)
9. The US Bank statement and supporting documentation should be reviewed and reconciled by the cardholder or departmental representative to verify that all charges have appropriate receipts and other documentation, which shall serve as an audit trail for the University. If there is no supporting documentation for a charge (i.e., invoice, packing slip, etc.), then the Supporting Documentation

Exception Form (**Attachment D**) must be completed and maintained with the US Bank statement.

10. If any 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), the cardholder should contact the vendor. If the amount on the account statement is incorrect, the cardholder should request that the vendor issue a credit to the cardholder's Procard. Disputes that are not quickly handled by talking to the vendor can be disputed through US Bank Access Online.
11. If a charge appears on the US Bank statement that is not recognized as an authorized purchase, then the cardholder is responsible for contacting the vendor. If it is determined that the materials were ordered and/or received, the necessary supporting documentation must be obtained and placed with the appropriate account statement file. If the charge should not have been posted to the cardholder's account, then the vendor should issue a credit. The cardholder should document the credit due the University.  
**The cardholder should contact US Bank immediately at 1-800-344-5696 if unauthorized or suspected fraudulent charges appear on the account statement.**
12. The reviewer must sign and date the US Bank statement indicating that the statement has been reconciled and all supporting documentation is attached. The appropriate approving authority must also sign and date the US Bank statement indicating that the charges are appropriate. 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.
13. The signed statements and all supporting documentation must be maintained centrally in the department for five (5) years.
14. Upon request, departments must provide signed statements and all supporting documentation to external and internal auditors, the Business Office, Purchasing, and the Program Administrator.
15. Departmental representatives/cardholders are to confirm that purchases are being charged to the correct Banner Index and Account Code. This includes viewing charges using US Bank Access Online website and making any necessary reallocations. The normal cutoff date for reallocations is the last day of each month. If the last day falls on a weekend or holiday, the cutoff date is the previous workday at 4:30 p.m. After the cutoff date, the Business Office will upload the charges into the University's accounting system.
16. 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 US Bank statement.

## **B. US Bank Responsibilities**

1. Pay vendors as VISA charges are submitted.
2. Control credit verification.
3. Provide original billing statement to the Business Office and monthly account statements directly to cardholders or departmental representative(s).  
Provide analyses to Program Administrator.

## **C. 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 and Account code for each card.
3. Maintain a file for each cardholder.
4. Exercise general control over the program.

## **D. Business Office Responsibilities**

1. Ensure that monthly uploads for all charges on the US Bank Access Online website are entered into Banner Finance.
2. Remit consolidated payment to US 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. ASSISTANCE**

## **A. Lost or Stolen Card**

**Contact US Bank immediately at 1-800-344-5696** and the University Program Administrator at ext. 3492 **upon discovery of a lost or stolen card.** US 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 US 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 US Bank **immediately.** The Program Administrator should be notified on the next business day that an account has been closed.

## **B. Unrecognized or Unauthorized Charges**

If a department is certain that an invalid or unauthorized charge has been charged to an account statement, then the department should first 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.

### **C. 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, which may include monthly credit limits, single purchase limits, and Merchant Category Code restrictions. These checks are a tool for internal control and are not meant to limit purchases that are valid. The vendor will not have information related to the reason for denial. The cardholder should call **1-800-344-5696** (the phone number is listed on the back of the card) first to discuss with the bank and then contact the Program Administrator at ext. 3492 if not resolved.

Cardholders may obtain their Procard balance and available credit by calling **1-800-344-5696** or through US Bank Access Online. To increase the monthly credit limit, please complete a Procard Maintenance Request Form through Eagle Buy.

## **V. 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 terminate the cardholder's access to US Bank Access Online 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. Because Procards are department-specific, 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**)

Other account closures will be performed by the Program Administrator upon the request of the administrative officers, deans, directors, chairs, 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.

**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 F for a list of Procard contacts.**

## **ATTACHMENTS**

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

**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 make purchases and pay for such purchases using the Tennessee Technological University/Foundation Procard as provided in the Procard User's Manual.

Purchases may be made consistent with your organizational responsibilities, including any grant restrictions, to conduct legitimate University business. All purchases must be made in accordance with applicable University/Foundation and/or TBR policies and procedures and are subject to Procard monetary limits as established by the appropriate approving authority and/or provisions of the Procard Users' Manual.

Cardholder's Procard account(s) shall terminate upon separation of employment/agency from Tennessee Technological University or upon reassignment to another department within the University.

(Cardholder please initial each statement.) I understand that:

- \_\_\_\_\_ I am responsible for the safeguarding and security of my Procard;
- \_\_\_\_\_ Any charges incurred, including sales tax, which are expressly prohibited by any policy/procedures of the University/Foundation, will be my personal responsibility;
- \_\_\_\_\_ The Procard is not to be used for personal purchases, and any such charge shall be reimbursed by me;
- \_\_\_\_\_ The University/Foundation has the right to cancel my Procard at any time;
- \_\_\_\_\_ In the event I use the card in a fraudulent manner, the University may take appropriate disciplinary action, up to and including termination of my employment.

\_\_\_\_\_

\_\_\_\_\_  
Cardholder's Signature

\_\_\_\_\_  
Department

\_\_\_\_\_  
Date Training Completed

\_\_\_\_\_  
Signature of Procard Trainer



## 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 US 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: \_\_\_\_\_

<b>Order Date</b>	<b>Vendor/Contact/Phone #</b>	<b>Quantity/Description</b>	<b>Charges (or Refunds)</b>	<b>Banner Index Code/Account Code</b>	<b>Date Merchandise Received</b>	<b>Reconciled With Statement (*)</b>
8/11/09	StaplesLink 282-8882	3 Staplers	\$15.00	2-62001 4530	8/13/09	
8/12/09	Wal-Mart/ Pickup	Film Processing	\$9.50	2-62001 4530	8/15/09	
8/13/09	PC Computing	Computer Supply	\$45.00	2-62001 4530	8/15/09	

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>
2011 - 12	6 / 30 / 2017
2012 - 13	6 / 30 / 2018
2013 - 14	6 / 30 / 2019
2014 - 15	6 / 30 / 2020
2015 - 16	6 / 30 / 2021
2016 - 17	6 / 30 / 2022
2017 - 18	6 / 30 / 2023
2018 - 19	6 / 30 / 2024
2019 - 20	6 / 30 / 2025
2020 - 21	6 / 30 / 2026
2021 - 22	6 / 30 / 2027
2022 - 23	6 / 30 / 2028

## CONTACTS

### *US BANK ACCESS ONLINE*

<https://access.usbank.com>

### *PROCARD PROGRAM ADMINISTRATOR*

Emily Vaughn  
Campus Box 5144  
Ext. 3566  
[EVaughn@tntech.edu](mailto:EVaughn@tntech.edu)

Donna Wallis (backup)  
Campus Box 5144  
Ext. 3492  
[DWallis@tntech.edu](mailto:DWallis@tntech.edu)

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

### *ACCOUNTING/BUSINESS OFFICE*

Valerie Greenwood  
Campus Box 5037  
Ext. 3002  
[VGreenwood@tntech.edu](mailto:VGreenwood@tntech.edu)

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

Procard Request

Available Actions: Add and go to Cart Go Close



**Instructions**

This form is used to request that a new Procard account(s) be set up for an individual. To make changes to an existing account, use the Procard Maintenance Request Form. Form is to be approved by the appropriate Dean/Administrative Officer responsible for the Budgetary Account. (This is the Responsible Person or designee for the Banner Org in question.) Com form for each cardholder. Each person is limited to five (5) cards.  
**Cardholder must attend Procard Training before an account will be set up. Cardholders can register for training at the Purchasing Webpage under the Training link.**

**Cardholder Information**

Cardholder Name

T Number

Department Name

Departmental Representative

NOTE: Departmental Representative is the person who will do re-allocation of procard charges.

Cardholder Email

Cardholder Box Number

Cardholder Business Phone

Cardholder Is: Please select...

**Account Information**

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

Index + Account Code:	Requested Monthly Credit Limit:	Type in Other amount if different:
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

NOTE: If an amount is not indicated, the credit limit will automatically be set at \$2,000.

Please type any special requests or comments, such as "Group Travel" or "Need to use at Restaurants"

**Need Help?**

If you need assistance with this form or have questions about Procard Policy, please contact the Purchasing Department at (931) 372-3491.

**Supplier** TTU Procard Administrator  
**Fulfillment Address** Fulfillment Address 1:  
**Supplier Phone** +1 (931) 372-3492

Unit Price	Quantity
5,000.00	1

The form price of \$5,000 is a default value that cannot be changed. It is used only to obtain appropriate approvals, and does not relate to the procard credit limit(s).

**Total** 5,000.00  
 See configuration for this form

Procard Maintenance Request

Available Actions:    



**Instructions**

This form is used to close or make changes to an existing procard account. If cardholder is changing departments, current account must be cancelled. To open a new account, please use the Pro Request Form.  
Please complete form and submit for approvals. For cancellations, actual VISA card can be returned to Program Administrator or destroyed by department. Please avoid sending cards via campus mail.

**Account Information**

**Date of Request**

**Cardholder Name**

**Last Four Digits of Account**

**Change Information**

Please choose the type of change being requested from the dropdown list. In the explanation box, please provide the new value - for example, the new monthly credit limit requested, the new credit limit requested, etc.

**Type of Change**

**Explanation of Request**

Need Help?	?	Unit Price	Quantity
If you need assistance with this form or have questions about Procard Policy, please contact the Purchasing Department at (931) 372-3491.		5,000.00	1
<b>Supplier</b> TTU Procard Administrator		The form price of \$5,000 is a default value that cannot be changed. It is used only to obtain the appropriate approvals, and does not relate to the credit card limit.	
<b>Fulfillment Address</b> Fulfillment Address 1:			
<b>Supplier Phone</b> +1 (931) 372-3492			

**Total** 5,000.00  
See configuration for this form