Procard

Guidelines

In addition to following the Purchasing Office’s ProCard guidelines, you must submit a UGS Accounting and Purchasing Processing Form with the ProCard information to the UGS Business Affairs office no later than three business days after receipt of goods. Please attach the original itemized receipts.

In order to safeguard your card, the university requires the use of a ProCard log. An original of this log should be turned into the UGS Business Affairs office at the beginning of every month showing the previous month’s ProCard transactions.

ProCard Purchases Exceeding $500

Please contact the UGS Business Affairs Office if you plan to make a ProCard purchase that exceeds $500 to make sure the vendor is in good tax standing with the state of Texas. The results of the inquiry should be documented on your ProCard log.

Disputing a Transaction

A cardholder may dispute a charge that is not recognized or that appears to be incorrect. The cardholder should first make a good-faith effort to settle a claim or dispute for purchases directly with the vendor. If an agreement cannot be reached with the vendor, contact Citibank at 1-800-248-4553. Disputes must be sent to Citibank within 45 days of the billing close date. The closing date for the previous billing cycle is always on the 3rd of the next month.

Disallowed Purchases

You are not allowed to purchase some items using a ProCard, including office supplies, gasoline, food, flowers, personal items, consulting services, entertainment, and certain forms of printing and advertising. Please visit the Purchasing website for the full list of items that are disallowed using a ProCard.

Sales Tax

When purchasing from Texas vendors, the cardholder should present the vendor with the Sales Tax Exemption form before making your purchase. We cannot reimburse or buy goods with Texas State Sales tax.

VP7: ProCard Payment Voucher

The VP7 is automatically created once a month based on ProCard charges by cardholders.

VP7/Pro Card Policies:

- Gift cards are a disallowed purchase on ProCards. Consult the complete list of disallowed Pro Card purchases here.
- Flowers for official university related purposes may be purchased from program support.

Process

1. Cardholder makes ProCard purchase. Staff are required to fill out the Accounting & Purchasing Processing Form (PDF) and Official Occasion Expense form (if necessary) through DocuSign and submit to the UGS Business office with receipts.
2. VP7 is completed by Business Affairs Office and is routed to Dean’s Office for approval.
3. The Business Affairs Office submits the original paperwork to OA for archival.

VP9: Office Max Payment Voucher

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