I. ProCard Guidelines

NO personal use!

The card will have the State of Texas Seal and the wording "For Official Use Only" clearly indicated. This card is for business purposes only and may NOT be used for personal transactions.

Liabilities

There is a personal liability connected with the card; a cardholder making an unauthorized purchase will be held personally liable to reimburse The University for the purchase. Additionally, the state procurement card contract terms assign The University liability for unauthorized purchases on lost cards up to $10,000 or the cycle limit of the card, whichever is lower for the period before Bank of America is notified of the lost card.

Cards are issued to an employee rather than an office, department, or multiple cardholders.

The employee listed on the card has sole responsibility for the control and use of their card.

Sales Taxes

All purchases made are exempt from State of Texas sales tax, however, you will need to monitor the purchases to verify no tax was charged.

Receipt of Materials or Services

It is your responsibility to ensure receipt of goods and services and to follow up with vendors to resolve any delivery problems, discrepancies or damaged goods. If you order by phone, ask the vendor to include a sales receipt in the package. If you order from the internet, make a screen print of the order form or a printout of the confirming email you receive from the company. You have 3 days to turn in receipts to your Approving Official.

You will need to retain documentation on all purchases. Receipts must be matched to the VP7 during the reconciliation process prior to approving the VP7 document.

Order Shipments

Orders are usually delivered to the cardholder at their University department. The vendor may ask for the billing address in addition to the ship to address. The billing address is always:

The University of Texas at Austin
Purchasing Office
Main Bldg, Rm 132
Inner Campus Drive
Austin, TX 78712

No shipments should be made to personal residences including subscriptions.
Card Guidelines

The card may be used for purchases of goods or business services $999 or less that are specifically related to the card holder’s area of expertise and/or their job-related duties at The University. This means if the total payment to be made to a vendor on a purchase, including freight, is $999.01 or more, a purchase order must be used. Do not split payments to a vendor to avoid proper purchasing procedure. This will result in loss of card privileges. The card may not typically be used for purchasing the following items:

<table>
<thead>
<tr>
<th>Alcoholic Beverages</th>
<th>Ammunition</th>
<th>Animals</th>
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<tbody>
<tr>
<td>Cash Advances</td>
<td>Consulting services</td>
<td>Controlled Substances</td>
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<td>Cylinder gases</td>
<td>Entertainment</td>
<td>Flowers</td>
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<td>*Food</td>
<td>Gasoline</td>
<td>Hazardous chemicals</td>
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<td>Leases</td>
<td>Liquid nitrogen</td>
<td>Personal items</td>
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<td>*Plants</td>
<td>Postage</td>
<td>Radioactive materials</td>
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<tr>
<td>Travel</td>
<td>Weapons</td>
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The card may not be used for purchases involving trade in or use of UT equipment.

*Auxiliary units that currently have delegated authority to purchase food items may use the Procurement Card for purchasing food. All other areas must obtain the written permission of their Dean or Chairman in order to purchase food items with the Procurement Card. An Official Occasion Expense Form should be completed for each function where the card is used.

In order to check out a procard, I agree to adhere to the following rules, in accordance with, The University of Texas policy and the Center for Space Research.

____________________________________________
Signature

____________________________________________
Date
Official Occasion Expense Form

(To prevent a personal tax liability, each occurrence must be documented by receipts for expenses and the following written statement must accompany the payment voucher for processing within 60 days of the occurrence.)

This is to report that Official Occasion Expenses were incurred as follows:

Date: ______________ Account #: ______________
Location/Place: ____________________________________________

<table>
<thead>
<tr>
<th>Names of Participants</th>
<th>Title</th>
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Group Attending: ____________________________________________

The purpose of this meeting was:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

The benefit to The University is stated as follows:

________________________________________________________________________
________________________________________________________________________

Payee/Departmental Official Certification ___________________________ Date _______________