

Procurement Card



Guidelines for Use of Procurement Card (P-Card)

The Forestry Department has two credit cards that are assigned to Tish Bell and Beverly Smith. The credit card is issued in the employee's name with the SFA logo and the wording 'Official Use Only' clearly indicated on the card.

Graduate students may use a credit card for approved purchases by submitting a completed authorization slip signed by the professor, or an email from the professor giving the student authorization to use the credit card.

The authorization slip should include a brief description of items to be purchased, the account number for the purchase and the professor's signature.

Persons using the credit card are asked to complete their purchases and return the card within a one hour timeframe in consideration of others waiting to use the card.

You may be asked what you plan to purchase with the credit card so that we can determine whether the item is considered an unacceptable purchase.

Please use the vendor that you say you are going to use when the card is checked out. Some vendors are on VENDOR HOLD and we cannot purchase from the vendor. We will receive demerits if purchases are made from these vendors.

The maximum credit card transaction limit allowed is \$3,000.

The university is tax exempt, so please tell the cashier before checking out, that your purchase is tax exempt. You may be asked to provide proof of our tax exemption status, so refer to one of the tax exemption cards available in the credit card pouch. Before you leave the store, check your receipt to ensure that no tax was charged.

The use of the credit card is a privilege that carries a great deal of responsibility. It is important that you follow these purchasing guidelines when using the credit card, since failure to do so may result in penalty points applied to the credit card. An accumulation of points will trigger the cancellation of the card for a minimum of one year.

Please REMEMBER these are not your personal credit cards and have very specific rules to follow. When in doubt, please ask.

REQUISITION PURCHASES

Requests for items over \$2,000 should come from the major professor. The professor's approval is needed before I can enter a requisition. It may take up to two weeks to process a requisition, so plan ahead.

BUDGET INFORMATION REQUESTS

Budget information will only be provided to the major professor, since some of the budgets sustain more than one student's project in a fiscal year.