Purchasing Guidelines  
Arthur Temple College of Forestry and Agriculture  
Forestry and Environmental Science Graduate Students

PRO CARDS

- Graduate students may use a department credit card to make approved purchases by submitting a completed authorization slip (available at the main office- room 103). Authorization slips or emails from the professor will be presented to gain use of a card.

- The authorization slip must include a brief description of items to be purchased, the account number to charge for the purchases, and the supervisor’s signature.

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

- There are strict guidelines (that cardholders: Tammy and Tish) adhere to in using the credit card. Some examples: no tax may be charged to the card as the university has tax exempt status; certain controlled items may not be bought using the credit card.

- You will need to know what you plan to purchase with the card in order for us to check the unacceptable purchases list and determine how the item must be bought.

- 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 cannot be used to buy items from. These purchases result in our cards being given demerits.

- It is imperative to abide by the guidelines for purchasing when using the credit card, since failure to do so results in penalty points being administered to Tammy and/or Tish’s card. (An accumulation of points triggers card cancellation for a minimum of one year.)

- Please REMEMBER these are not your personal credit cards and have very different rules to follow.

OTHER ITEMS:

- Big items purchases over $2,000 should come from the major professor. I need their approval to enter the requisition. This takes at least two weeks to process.

- If you will need supplies at a location that is away from SFA please come see me and make prior arrangements on your needs.

- Budget information will not be given to graduate students only the major professor. Some of the budgets sustain more than one student’s project in a fiscal year.

- Please REMEMBER if in doubt ask first.