

Approved Items

- Cleaning supplies
- Lab supplies
- Medical supplies
- Office supplies
- Postage and stamps
- Safety Supplies
- Tools/Hardware
- Business meals
- Alcohol
- Services- not preformed on TAMUC property
- Coffee, water, candy or other incidental purchases may only be purchased using a gift account)

Pre-Approval Restricted Purchases

- HEF Purchases
 - Printers, Projectors, Camera and Televisions over \$499 (shipping and /or warranty included) *email property@tamuc.edu
 - Software and Computer equipment require ProCard IT approval form
 - Furniture
 - Telecommunication equipment:(commodities) excluding services
 - Grant-related or Indirect cost purchases (email: projectadministration@tamuc.edu)
 - Books
 - Membership dues
 - Subscriptions
- REQUIRES APPROVAL TO BE IN WRITTING FROM PURCHASING

Prohibited Items

- Gift Cards
- PayPal account for eBay purchases (can not link ProCard to PayPal accounts for any reason)
- Items for personal use
- Animals
- Consulting Services
- Capital Equipment - \$5000 or greater
- Controlled, Hazardous, Radioactive Materials
- Travel/Transportation & related expense for employee & students
- Fuel or Auto parts
- Tuition and fees
- TAMUC Market Place (unless its a third party we are ordering from)

Procurement Services
Procard@tamuc.edu
903-468-3000

Citi Bank Customer Service
800-248-4553

Citi Bank PIN Reset Accounts Payable
877-905-1855 APHelp@tamuc.edu
903-886-5054

Amazon Business

- All Amazon orders must be placed through the TAMUC Amazon Business account
- If you would like to receive an invite to join the TAMUC Business account, please send your name, dept. code and email address to Procard@tamuc.edu

Concur

- Download the Concur App to your Android or iOS phone (<https://www.concur.com/en-us/mobile>)
- Before the app is added to your phone, confirm your work email has been verified in Concur under your profile settings. If not follow the instructions Concur has listed under "email address"
- After the email has been verified, continue with downloading instructions for Concur on your phone.

Helpful Tips

Email procard@tamuc.edu for any questions

- Single purchase limit is \$15,000
- You must set up a pin # in order to use the card at chip and pin locations, such as Walmart
- Call the customer service number on the back of the card to set up your pin
- Show your tax exempt number to the cashier before your purchase is made
- Receipts must be uploaded digitally into Concur
- Never let anyone else use your card or authorize charges on your account
- State taxes charged to the card must be reimbursed by the vendor or the cardholder
- All transactions (4th of the current month to the 3rd of the next month) must be allocated and the routing completed by 5 pm on the 10th of each month
- Splitting purchases may lead to the loss of card
- Do not tip over 20% on meals
- Conference/Registration fees- try the travel card first, if that doesnt work you may use your procard
- If a gift is given, a gift log must be signed (by receiver) and submitted with paperwork
- Any disputed items need to be reported to Citibank within 60 days
- **Report lost or stolen cards immediately:** Citibank's Customer Service at 1-800-248-4553
- **Do not use your procard on TAMUC Market Place**