



Procard Pre-Approval Form

First Name: _____ Last Name: _____

Email: _____ Department: _____

Funding Source: Local State HEF

Vendor Name: _____

Product Name: _____

Vendor Website: _____

Cost: _____

Requesting Approval for:

HEF purchase

Printer, Projector, Camera and TV over
\$499

Telecommunications Equipment
(excludes services)

Grant-Related or Indirect Cost

Books (not purchased from Amazon
Business)

Membership

Subscription

Paypal/Ebay

Furniture

*Software & Software subscriptions and Computer equipment require Procard IT approval form

https://dms.tamuc.edu/Forms/P-CardITPurchase?_gl=1*1sonnvi*_gcl_au*OTQzNDAxNDkzLjE3MjE2NzgyNDc.*_ga*Mzc2MDMyODkxLjE3MTM1NTI5Mjg.*_ga_WMPJF2FXDN*MTcyODMzNDQ5OS4xMTYuMS4xNzI4MzM0NTI3LjMyLjAuMA..

*Purchases via the universities Amazon Business account do not require prior approval.

Purchasing approval:

By requesting this waiver the undersigned Account Manager and the Cardholder certify their knowledge of, and intent to follow, all Texas State policies and procedures related to this waiver; as well as to provide all documentation required to make the purchase. Further, the undersigned acknowledges their understanding that purchase must be in accordance with all applicable funding source requirements, and that the Cardholder may be held personally liable for any expenditure that does not conform to applicable Federal, State, and/or University policies and procedures.