

# One Card Non-Travel Cheat Sheet



- Cleaning supplies
- Lab supplies
- Medical supplies
- Office supplies
- Postage and stamps
- Safety supplies
- Tools/hardware
- Business meals (attach agenda)
- Alcohol (gift or foundation account only)
- Services- not preformed on university property
- Coffee, water, candy or other incidental purchases (gift or foundation account only)
- Promotional items
- Awards/plaques
- Advertising/job postings
- Sodexo catering



Purchasing per-approvals not department

- Books
- Membership dues
- Subscriptions
- Furniture
- Virtual headsets
- HEF purchases
- Controlled or Capital Equipment \*email property for approval as well.
- Software and computer equipment- **One Card IT approval from**
- Telecommunication equipment excluding services
- Grant or indirect cost purchases (email: [projectadministration@tamuc.edu](mailto:projectadministration@tamuc.edu))

**Pre-approval form required**



- Gift cards
- 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
- ETAMU Market Place (unless its a third party we are ordering from)
- ETAMU Parking Permit

## Helpful Tips: [emburse@tamuc.edu](mailto:emburse@tamuc.edu)

- Single purchase limit is \$15,000
- All food purchases need the 5 W's (who,what,where,when,why) and an agenda
- Purchases over \$500 must have a vendor verify attached
- A pin # is required 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

- 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 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
- Gift Logs: a gift log must be filled out and attached. Gifts over \$100/+ require the receiver to sign
- 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 One Card on ETAMU Market Place
- Purchases made on our Amazon Business account do not require the pre-approval form, this is the only exception vendor wise.