

One Card Non-Travel Training with Cecelia Jubera

Tuesday, May 19, 2026

One Card Non-Travel Program – website link under Procurement Services

https://inside.tamuc.edu/facultystaffservices/purchasing/One_Card_Non_Travel/training.aspx

Training = Zoom links for training when we first converted to the One Card

Forms = One Card Application, One Card Pre-Approval Form, One Card Non-Travel IT Approve Request, One Card Non-Travel Suspension/Cancellation Guidelines, Cardholder Guide, One Card Cheat Sheet, and Approve Object Codes

One Card Pre-Approval Form; Membership - we get this a lot. You have to have this Pre-Approval form for memberships; all memberships. Once this form is approved and you receive it back from Sandy via email stating Approved, you can make the purchase.

The bullet menu mentions the reasons for the Pre-Approval form. When it comes to the Subscription bullet, this is really paper subscriptions.

The bullet for Grant-Related or Indirect Cost. This is different than department grants. For any questions what type of grants are covered, you can always check first, by emailing ProjectAdministration@etamu.edu

IF you have a subscription for Software, this is where you would use the link to the One Card Non-Travel IT Approval Request.

One Card Non-Travel Suspension/Cancellation Guidelines; these are the guidelines we follow for various violations and these will be tracked and followed.

Vendor Verification; We see this violation a lot. Any One Card purchase \$500 or greater, requires a Vendor Verify. This must be ran seven days prior to purchase or the day of purchase. You are in violation is ran after the date of purchase. You can find the Vendor Verify link on the SSO menu: <https://sso.tamus.edu/main.aspx>

Restricted purchases; Gift Cards, Capital Equipment=greater than \$5,000. Absolutely no purchasing gift cards. This can only be done through the Amazon Business account AND for research purposes. A research gift Card will require an IRB#. Please contact Dr. Lucy Pickering for that and any other questions regarding this.

Contract; IF services are coming on-site AND performing on-site, then this goes on a PO. If services are dropping and leaving, then you can use the One Card.

Split Transactions; We are not allowed to split purchases in order to get around to the department allotted allocation of \$15,000. Now if you go to Wal-Mart and due to card allowance constrictions, then yes, you can purchase items more than once, just make good notes in the comment section of the expense report. Splitting transaction violations is really surrounding the dollar amount.

Prizes for giveaways = >\$100 Gift Log is required and signatures of all recipients is required.
<\$100 Gift log only, no signatures needed.

Approved Object Codes (spreadsheet); this is a spreadsheet that was put together for a quick reference on the most common mis-used object codes. Bookmark this. This has been updated today to reflect that Promotional Purchases no longer requires a Gift Log.

Other Professional Services; sit for an exam, faculty on campus.

Other Contract Services; fingerprinting

If a student is sent to CPR training; Object Code 5230; Employee License Certificate and Fees

If no certification and just attending a conference, 5215 for an employee and 5214 for a student.

Conferences can go on Non-Travel expense reports or Travel expense reports.

IF object codes start with a 6XXX; these are for GRANT ACCOUNTS only. Please use 5215 or 5214 instead.

IF object codes start with 85XX; these are for the LIBRARY only.

Buying books; 5765

If purchasing t-shirts for the purpose of wearing to an event, code to 5755

If you take a shirt to a printing shop for embroidery only, this is 5662

TAMUS Object Code site can be found here: <https://apps2.system.tamus.edu/objcodes/>

As a note, under Text Search, the drop down next to it, put it as Either.