

## Approved Items

- Cleaning supplies
- Lab supplies
- Medical supplies
- Office supplies
- Postage and stamps
- Safety Supplies
- Tools/Hardware
- Membership dues
- Business meals

## Pre-Approval

- HEF Purchases
- Printers, Projectors, Camera and Televisions over \$499 (shipping and /or warranty included)
- Software and Computer equipment require ProCard IT approval form
- Furniture
- Services
- Telecommunication equipment(including cellular phones, wireless hotspots, and office phones)
- Grant-related or Indirect cost purchases (needs pre-approval by ORSP)
- Books
- Subscriptions
- Coffee, water, candy or other incidental purchases may only be purchased using a gift account)

## Prohibited Items

- Alcohol
- Gift Cards
- PayPal account for eBay purchases (can not link ProCard to PayPal accounts for any reason)
- Items for personal use
- Conferences/Registration fees
- Travel/Transportation & related expense for employee & students
- Fuel or Auto parts
- Tuition and fees
- Drones

### Procurement Services

[Procard@tamuc.edu](mailto:Procard@tamuc.edu)

903-468-3000

### Citi Bank Customer Service

800-248-4553

### Citi Bank PIN Reset

877-905-1855

### Accounts Payable

[APHelp@tamuc.edu](mailto: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](mailto:procard@tamuc.edu) for any questions

- Single purchase limit is \$10,000
- 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 (1st- end of the month 30th/31st ) 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
- 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