

**East Texas A&M University**

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# **ONE CARD** **TRAVEL VS NON-TRAVEL**

- **Cardholder duties**
- **Approved purchases**
- **Restricted purchases**
- **Pre-approval purchases**
- **Don'ts**
- **Amazon**
- **Miscellaneous**



## One card non-travel

### Submitting Monthly Expense Report

- Dates to include on your report: 1-30th/31<sup>st</sup>
- A safe date to submit your monthly expense report is by the 10<sup>th</sup> of the following month.
- NO REPORTS over 30-Days old
- You can submit multiple expense reports throughout the same month.

### Vendor Verification for purchases of >\$500

- Get in the habit of running this the SAME DAY as you make the expense! NEVER afterwards.

### Use of your card

- YOU are responsible for ALL purchases made
- Absolutely no taxes at all

## One card travel

### Expense reports

- Due within 30 days of the expense date. (you should have a pre-trip and post trip report)

### Vendor Verification IS NOT required for travel

### Correctly Coding purchases

- No Tx State hotel occupancy tax 6%
- No sales tax on business meals

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## One card non-travel

Cleaning Supplies

Lab Supplies

Medical Supplies

Office Supplies

Postage and stamps

Safety Supplies

Tools/Hardware

Business Meals (NO TAXES ever! Show your tax exempt card)

Alcohol

Services- not preformed on ETAMU property

Coffee, water, candy or other incidental purchases may only be purchased using a gift account (if being used in the office)

# One Card Non-Travel

- Gift Cards (unless for research participation, then Amazon gift card only)
- PayPal account or eBay purchases (DO NOT link your card)
- Items for personal use
- Animals
- Consulting Services
- Capital Equipment-\$5000 or >
- Controlled, Hazardous, Radioactive materials
- Travel/Transportation & related expenses for employees and students (make sure you have the travel template on your card)
- Fuel or Auto Parts (Travel status ONLY and IF you have the Travel card side)
- Tuition and fees (these are done with an IDT)
- ETAMU Marketplace (IF it is a 3<sup>rd</sup> party, then you can. IF it is another dept, then no you can not as that would be through an IDT
  - (AG sells poinsettias @ Christmas, this would be an IDT)
  - (Dept selling t-shirts, this is an IDT)
  - (Music has their music gala, this is an IDT)
  - (Student Center Business cards, this is an IDT)

# One Card Non-Travel

- Higher Education Fund (HEF) purchases
- Computer Equipment/Software  
(requires One Card Non-Travel IT approval form)
- Printers, Projectors, Cameras, Televisions and Furniture
- Telecommunication Equipment  
(including cell phones, excludes services)
- Grant-Related or Indirect Cost Purchases  
(needs pre-approval by the director grants)
- Books
- Subscriptions/memberships

All of our forms can be found on our internal website here:

<https://inside.tamuc.edu/facultystaffservices/purchasing/references/forms/default.aspx>



### **Card Sharing**

NEVER let anyone else use your card; not your manager, not your GA, or student worker



### **Market Place Purchase**

Market Place is for departments to sell their products/services to others on campus. We can not pay ourselves with our own credit card.



### **Split Charges**

splitting a purchase into separate transactions to circumvent delegated purchasing authority is against Purchasing Policy and is illegal in the State of Texas. Each dept has a dept delegation of \$15k.



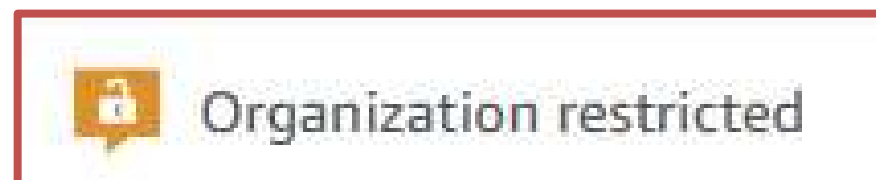
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# One Card Non-Travel

## Amazon Business Account

- Request to join
- Use your work email as your username
- Offers cheaper prices
- Identifies restricted purchases



**Amazon  
Business**

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# One card non-travel

## Pre-Approval Purchases

- Fill out the pre-approval One Card Non-Travel Laserfiche form and submit to [emburse@etamu.edu](mailto:emburse@etamu.edu)  
<https://dms.tamuc.edu/Forms/One-Card-Non-Travel>

## Missing Receipts

- Allowed 3 a fiscal year
- Fill out the missing receipt form and submit with your expense report

## Shipping

- Pre-approval is required if shipping to anywhere other than the university

## Tax-exempt

- No taxes should be charged on meals unless in travel status

# One Card Non-Travel & One Card Travel

## Emburse Expense report

- Itemize your unallowable expense–One Card Travel
- Code it to the same expense type/object code as purchase itself
- Attach the receipt for reimbursement of the unallowable charge

## Market Place

Reimbursement link to Market Place:

[https://secure.touchnet.com/C20206\\_ustores/web/index.jsp](https://secure.touchnet.com/C20206_ustores/web/index.jsp)

# QUESTIONS?

Emburse@etamu.edu