East Texas A&M University

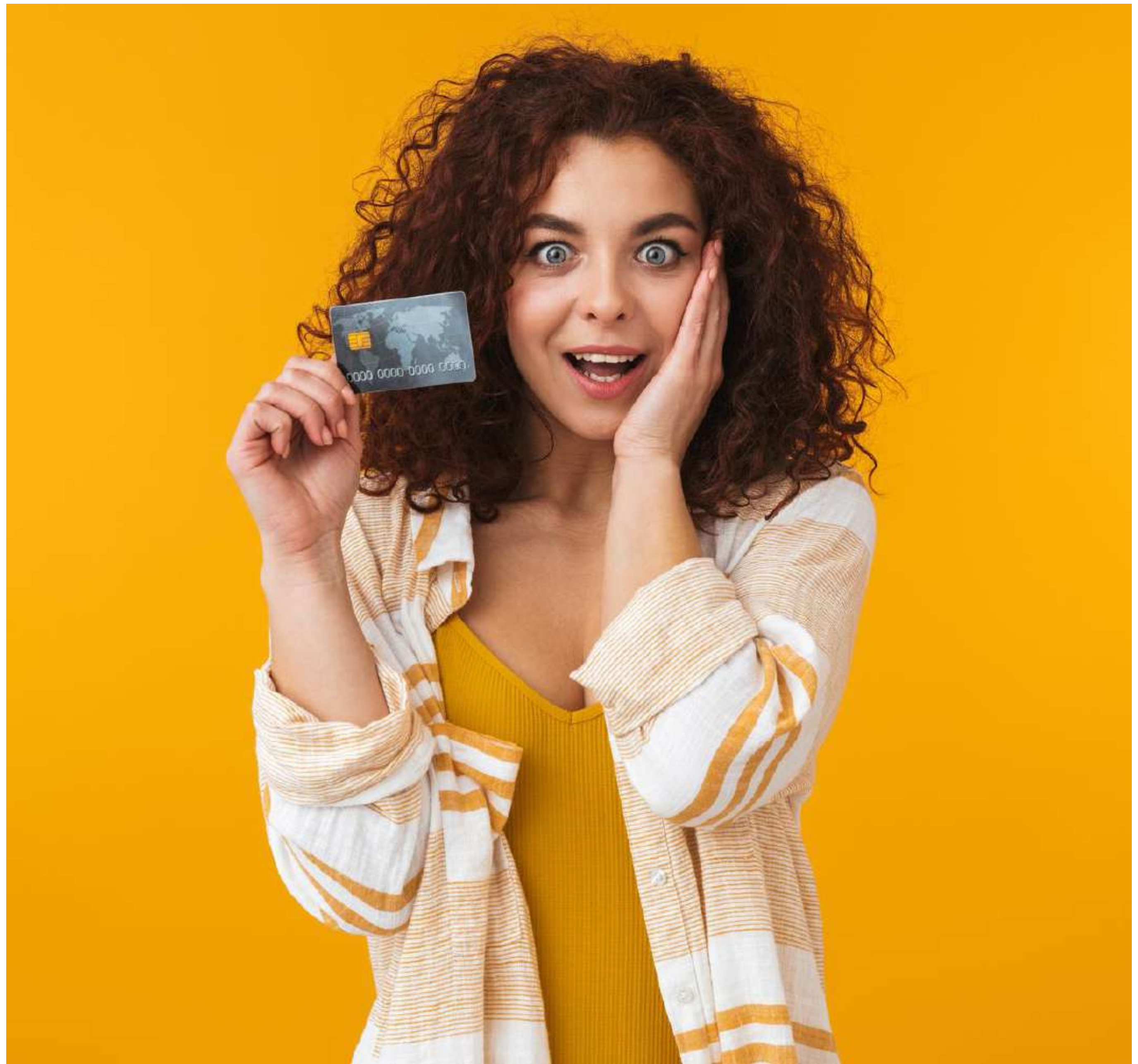
ONE CARD

TRAVEL VS NON-TRAVEL

ETAMU

Learning Objectives

- Cardholder duties
- Approved purchases
- Restricted purchases
- Pre-approval purchases
- Don’ts
- Amazon
- Misc



One card non-travel

Submitting Monthly Expense Report

- Dates to include on your report: 1-30th/31st
- Due by the 10th of the following month. However, you can submit multiple expense reports throughout the same month.

Vendor Verification for purchases of >$500

- Run same day as expense *OR 7 days max after*

Use of your card

- responsible all purchases made
- 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

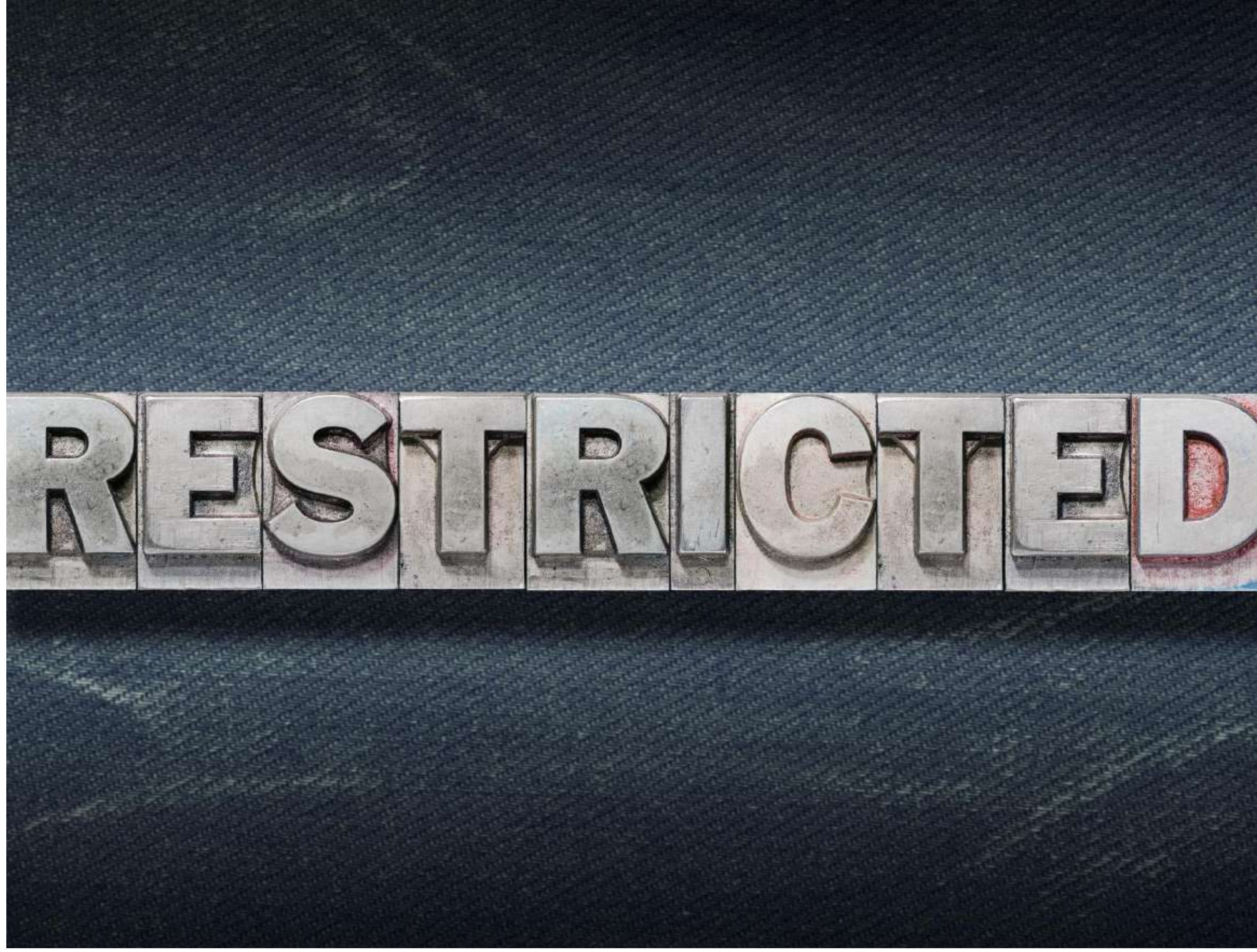
Alcohol

Services- not preformed on ETAMU property

Coffee, water, candy or other incidental purchases may only be purchased using a gift account

Approved Purchases

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)
- Tuition and fees (these are done with an IDT)
- ETAMU Marketplace (IF it is a 3rd 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)

Restricted Purchases

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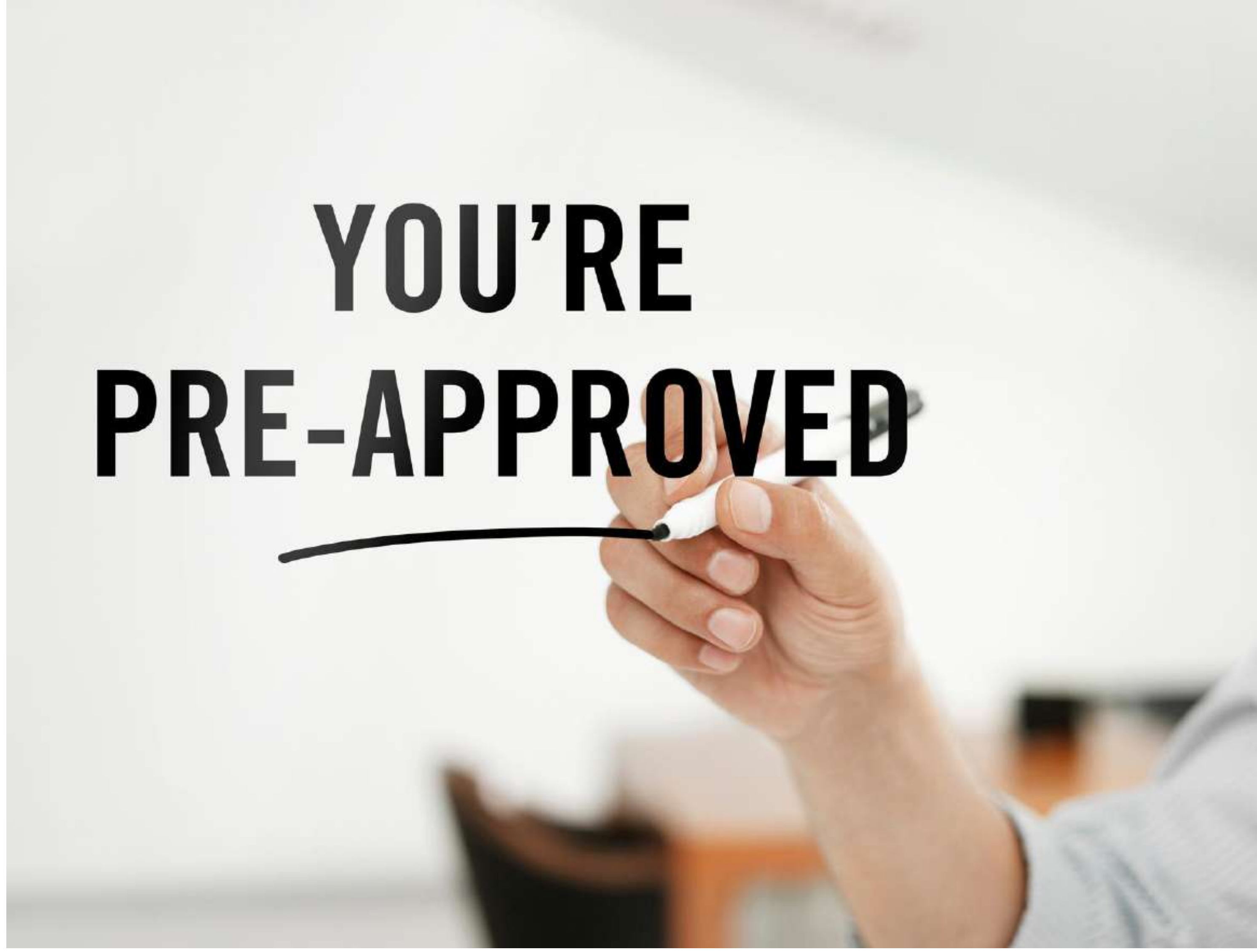
One card non-travel

- 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



Pre-Approved Purchases

Don’ts

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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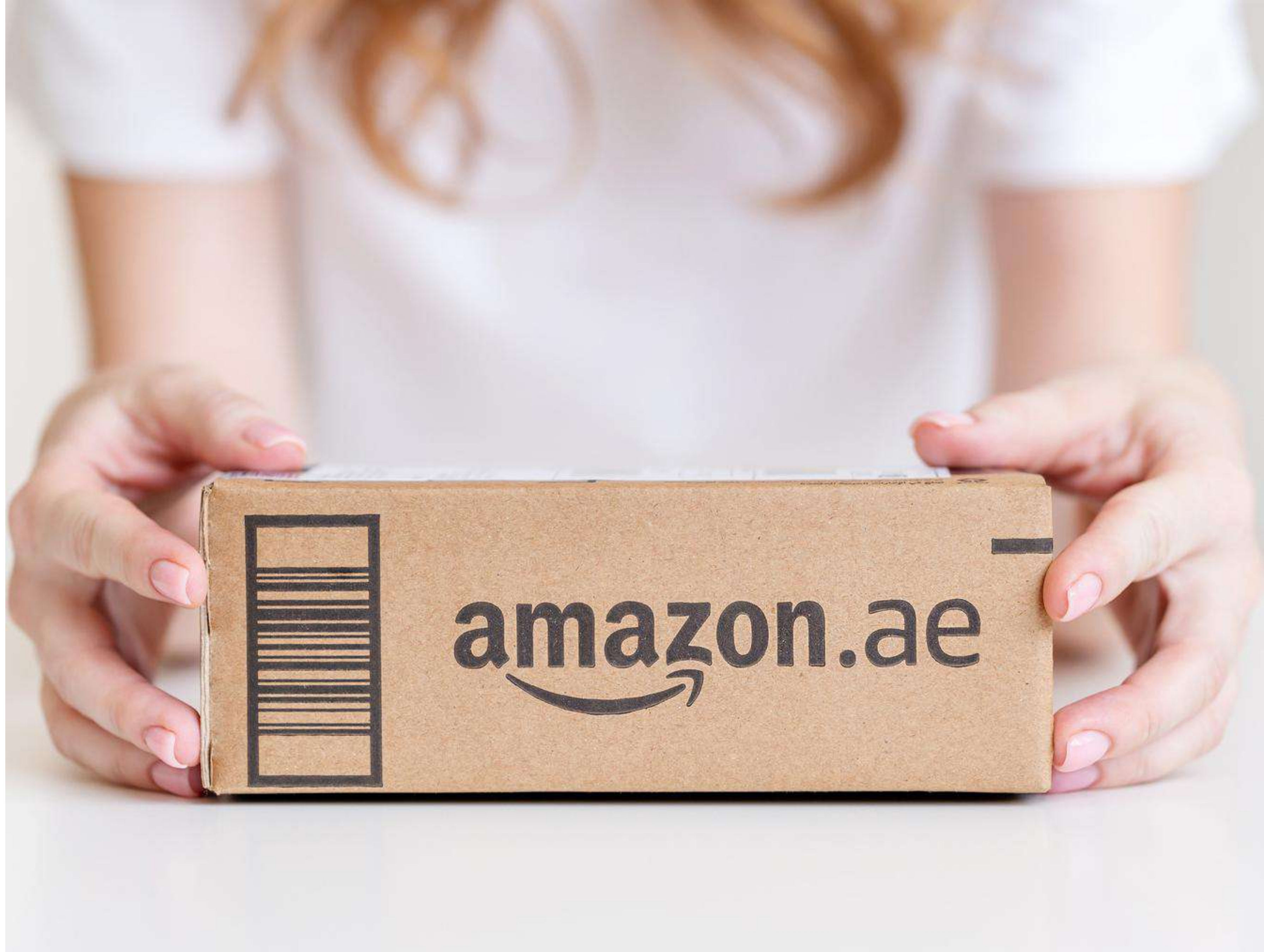
One card non-travel

Amazon Business Account

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



Organization restricted

Amazon Business

ETAMU

Misc Topic

One card non-travel

Pre-Approval Purchases

- Fill out the pre-approval One Card Non-Travel Laserfiche form and submit to 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

Reimbursing Unallowable/ Taxes

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

QUESTIONS?

Emburse@tamuc.edu