

## Approved Items

- Cleaning supplies
- Lab supplies
- Medical supplies
- Office supplies
- Postage and stamps
- Safety Supplies
- Tools/Hardware
- Business meals
- Alcohol
- Services- not performed on TAMUC property
- Coffee, water, candy or other incidental purchases may only be purchased using a gift account)

## Pre-Approval Restricted Purchases

- HEF Purchases
- Printers, Projectors, Camera and Televisions over \$499 (shipping and /or warranty included) \*email [property@tamuc.edu](mailto:property@tamuc.edu)
- Software and Computer equipment require ProCard IT approval form
- Furniture
- Telecommunication equipment:(commodities) excluding services
- Grant-related or Indirect cost purchases (email: [projectadministration@tamuc.edu](mailto:projectadministration@tamuc.edu))
- Books
- Membership dues
- Subscriptions
- **REQUIRES Procard Pre-Approval form. Once approved the form must be attached to your expense report**

## Prohibited Items

- Gift Cards
- PayPal account for eBay purchases (can not link ProCard to PayPal accounts for any reason)
- 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
- TAMUC Market Place (unless its a third party we are ordering from)
- TAMUC Parking Permit

**Procurement Services**  
[Procard@tamuc.edu](mailto:Procard@tamuc.edu)  
**903-468-3000**

**Citi Bank Customer Service**  
**800-248-4553**

**Citi Bank PIN Reset Accounts Payable**  
**877-905-1855** [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](mailto:Procard@tamuc.edu)

## Chrome River

- Moving to Chrome River in 2025

## Helpful Tips

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

- Single purchase limit is \$15,000
- 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 (4th of the current month to the 3rd of the next month ) 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
- Conference/Registration fees- try the travel card first, if that doesnt work you may use your procard
- 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
- Do not use your procard on TAMUC Market Place
- Purchases over \$500 must have a vendor verify attached

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