

ProCard Purchasing Tips and Reminders

General Reminders:

- Confirm your purchase plans with SGPP's Manager of Administration before making a purchase.
- Confirm what account you plan to use before making a purchase.
- When checking the card out, record your name in the log and promptly return the card when you are done.
- Single transaction limit is \$10,000.
- Submit Qualtrics survey with all required documentation within 48 hours of the purchase.
- Purchases that are being delivered must be shipped to the department address:
 - University of Arizona
School of Government & Public Policy Attn: (Your Name)
1145 E. South Campus Drive, Suite 315 PO BOX 210027
Tucson AZ, 85721-0027

Important Purchasing Restrictions:

- The ProCard cannot be used for any of the following:
 - Travel purchase
 - Purchases from a foreign vendor
 - Alcohol purchases
 - Tips over 20%
 - Purchases exceeding \$10,000
 - Personal purchases that are not business related

Documentation Needed to Complete the Survey:

- Itemized receipts
- A receipt or confirmation showing the last 4 digits of card used must be provided
 - If you do not have this, you must contact the vendor directly to obtain a copy of this documentation.
- If the purchase was shipped, a receipt/invoice that notes 'Item Shipped' and not 'Processing' must be provided.
- If the purchase was for food, a guest list must be provided.
 - The guest list must use the university's template and include names and affiliations to the university.
- If the purchase is related to an event or meeting, an agenda and a flyer/invite must be provided.

If you have any questions related to the ProCard- please feel free to contact SGPP's Manager of Administration directly.