

**PROCARD CHARGE**  
College of Liberal Arts

Acct #  Doc ID:

Cardholder's name:

Vendor:

Item Purchased:  Amount:  Date:

Item will be used by:

For: Teaching  Research  Administration  Other  *(check or circle one or more)*

Reason for Purchase:

I made the purchase described above and understand that all items purchased with University Funds are the property of The University of Texas at Austin and will be used to benefit The University.

Purchaser's signature: \_\_\_\_\_ Date: \_\_\_\_\_

College of Liberal Arts  
ProCard Guidelines and Procedures

- All ProCard users **must** fill out a College ProCard Charge form immediately after using the ProCard
- Original receipts<sup>1</sup> **must** be attached to College ProCard Charge form
- The College ProCard Charge form and attached receipts must be turned in to the departmental office within three days or upon return from official travel
- College ProCard Charge forms and receipts **must** be kept on file for 8 years in the department, filed by individual cardholder
- All \*DEFINE VP7 documents **must** have NOTes describing purchase as listed above and should be APProved to the Dean's Office four working days prior to Purchasing deadline
- New Requirements for Procurement Card Use, Review and Payment Procedure outlined in the memo from Floyd Self, dated October 2, 2000 **must** be followed

The Office of Internal Audits and/or the Dean's Office may audit your files at anytime to assure compliance with College and University procedures. If inappropriate use or documentation of ProCard charges are found, a warning may be issued to the department and/or the user and ProCard use may be suspended or cancelled.

<sup>1</sup> If Original Receipt is not available a memorandum indicating what was purchased, the date of purchase, the name of the purchaser and reason why no receipt is available must be attached. If available, a copy of the receipt, an invoice, or shipping documents should also be attached.