Procard FAQ

- **My Procard has expired, what do I do now?**
  http://www.utexas.edu/admin/purchasing/procard/procedures.html#use

- **How do I get a Procard from the university?**
  http://www.utexas.edu/admin/purchasing/procard/obtain.html

- **What is the DEFINE login ID of the approver on my Procard? This is required on my application.**
  PPMAT, Michelle Tanksley, Accountant II, BFS Operating Accounts.

- **Who do I contact about questions with my Procard transactions?**
  Please refer to our Operating Accounts team contact information regarding any Procard transaction questions.

- **What do I need to turn in monthly for processing?**
  Each month turn in a Departmental Procard Transaction Log, receipts from the vendor (packing slips are not acceptable) for each charge and signature from personnel responsible for approving the purchase.

  Interoffice mail to: MC: H7000 FC1 3.210 or e-mail to: BFSOperatingAccounting@austin.utexas.edu

- **What do I need to do if I cannot locate a receipt?**
  Provide an explanation why there is no receipt and include vendor name, what was purchased and date of purchase.

- **Can I use my Procard at restaurants?**
  No, the list for prohibited vendors is here:
  http://www.utexas.edu/admin/purchasing/procard/pg_prohibit.html

- **Can I use my Procard to purchase items for an Official Occasion Event?**
  For official occasion expenses, a Procard may be used to purchase food, but an approved official occasion form must accompany the receipt(s).