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**Subject:** PDF Form of Purchasing Card Information  
**Date:** Tuesday, October 27, 2009 11:32:08 AM  
**Attachments:** [Purchasing Card Procedures.pdf](#)  
**Importance:** High

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\*\* High Priority \*\*

Attached is a pdf version of the Purchasing Card Information.

Sorry for all the confusion.

Please let me know if you have any questions.

Thanks.  
Sonnie

# DO IT RIGHT, STAY OUT OF SIGHT AND KEEP US QUIET

OR.....How to keep your purchasing card!

## Tips to help us help you purchase the easy way with your Purchasing Card

- **TURN ALL INVOICES IN EACH FRIDAY.** Include the account number the expense is to be charged against.
- Invoices smaller than 8 ½ X 11 should be glued or taped (DO NOT TAPE OVER ANY PRINT) on an 8 ½ X 11 sheet of paper. Do not overlap any invoices. If an invoice such as a register tape is longer than 8 ½ X 11, you may cut the invoice and tape it side by side.  
The statements and receipts are scanned each month.
- If the description on the invoice/receipt is not clear, in layman's terms, **WRITE THE DESCRIPTION BY EACH ITEM.**
- **WHEN PURCHASING ITEMS FOR EQUIPMENT**, such as oil filter, oil, replacement parts, etc., state what equipment the items are for (tractor, planter, etc.).
- If there is water, gatorade, ice, etc. purchased for field work and if food, water, etc. is purchased for a meeting, seminar, etc., you need to **LIST THE 5 W'S**: what, when, where, who, why; what was purchased, when it will be consumed, where it will be consumed, who will consume it and why will it be consumed. If you purchase a **business meal**, we need the **itemized receipt, charge card receipt and the 5'W.**
- Your statement will be scanned and e-mailed to you each month, please approve the statement either by responding to the e-mail or printing, signing and **SUBMITTING IT TO SONNIE WITHIN FIVE BUSINESS DAYS.**
- **WATCH FOR TAX BEING CHARGED.** Correct it immediately or you will have to go back to the merchant and get it done. We cannot pay taxes.
- **USE A HUB VENDOR!** It still counts for or against us when they review our spending even when we are reimbursing an employee they look at the vendor you used.
- **Effective immediately, if we request a missing receipt and it is not received within three business days, or we are not contacted if there is problem, this will be considered a warning. Three warnings will result in a one month suspension of your Purchasing Card.**
- **WE APPRECIATE ALL OF YOUR HELP.** When everything is included as required by the state, then it saves the department from audit findings and we are able to perform our jobs in a much more efficient manner.

NOTE: Remember that accounts for pro-card usage are exclusive to agency. Research, Extension and Teaching cards must be used for the appropriate account charges... ie, 06 accounts reallocated to a research card, 07 accounts to an extension card and 02 accounts to teaching card.