

## PROCARD GUIDELINES

### THE PROCARD CANNOT BE USED FOR:

- Cash Advances
- Per Diem Meals
- Gifts/Gift Cards/Gift Certificates/Flowers
- Personal Expenses
- Software & I.T. Equipment (Computers, Tablets, Printers, Monitors, etc.)
  - This is to be coordinated through your I.T. support staff.
- Fuel for Motor Pool or personal vehicles
- Extra cost for airline special seating
- Bookstore charges

### THE PROCARD IS TO BE USED FOR:

- Airfare (If the traveler does not have a Procard, the department Admin Associate should make the purchase.)
- Strongly encouraged for Lodging and Rental vehicles
- Rental vehicle fuel
- Other acceptable purchases less than \$5,000 – See Purchasing Policy for more details. [Montana Tech Purchasing Policy](#)

### THE PROCARD HOLDERS ARE RESPONSIBLE FOR:

- All activity on their cards - The holder is the **ONLY** one that can use the card. Violation of this will result in immediate cancellation of the card.
- Retaining all original receipts and **SUBMITTING** them to the Procard Account Manager **within 24 hours** of the purchase, if in travel status, **within 24 hours of return**.
  - If you can't find a receipt, contact your Procard Account Manager for a ["Declaration of Missing Receipt"](#) form.

### PROCARD VIOLATIONS

Violations for misuse and failure to submit receipts will result in the following actions:

- Use of the Declaration of Missing Receipt form 2 times in one year is considered excessive and may result in a 1<sup>st</sup> violation.
- 1<sup>st</sup> violation – Your card activity will be closely monitored for a month
- 2<sup>nd</sup> violation – Your card will be suspended for 1 month
- 3<sup>rd</sup> violation – Your card will be cancelled and you will not be reconsidered for the Procard privileges for 12 months. Consideration for reinstatement will be reviewed by the Director of Purchasing and Vice Chancellor of Administration & Finance

### REPORTING A LOST OR STOLEN PROCARD

Contact US Bank Customer Service

1-800-344-5696 (this is also on the back of the card)

### QUESTIONS? Please contact:

Procard Account Manager:	Kramer Ungaretti ext: 4376
Procard Business Manager:	Marissa Bentley ext: 4377
MGMG Procard Account Manager:	Sara Lester ext: 4349
OSP Procard Account Manager:	Tim Tutty ext: 4340
OSP Procard Business Manager:	Liza Zuech ext. 4176