Procard Purchase

1.   Bill to **Must select Procard**
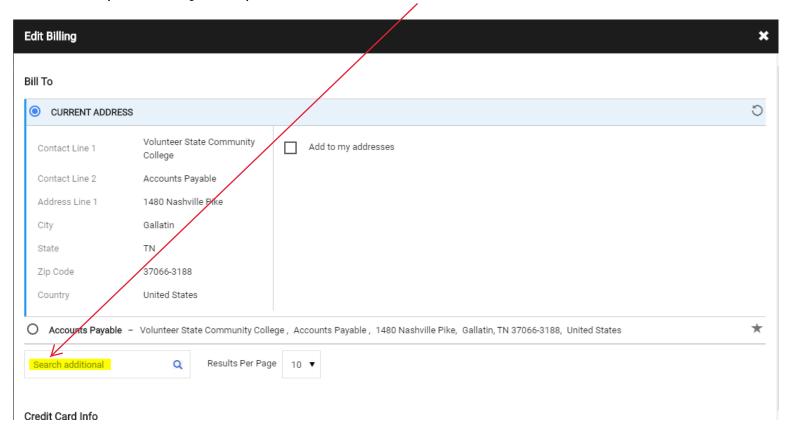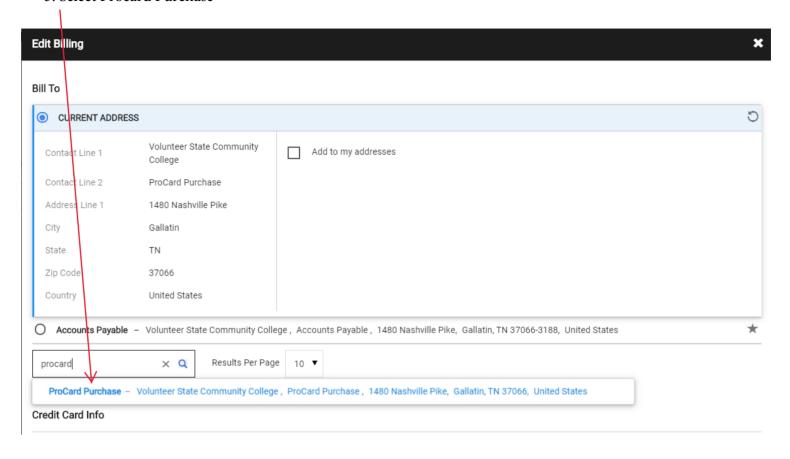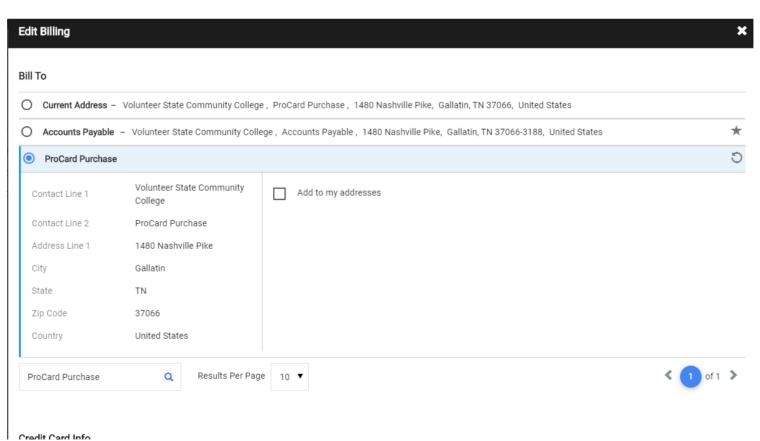
      -Open edit function to select procard

2. Procard may not be an option so you will have to Search Additional

3. Select Procard Purchase

Edit Billing ✕

Bill To

⦿ CURRENT ADDRESS ↺

Contact Line 1	Volunteer State Community College	☐ Add to my addresses
Contact Line 2	ProCard Purchase	
Address Line 1	1480 Nashville Pike	
City	Gallatin	
State	TN	
Zip Code	37066	
Country	United States	

○ Accounts Payable – Volunteer State Community College , Accounts Payable , 1480 Nashville Pike, Gallatin, TN 37066-3188, United States ★

procard ✕ 🔍 Results Per Page 10 ▼

ProCard Purchase – Volunteer State Community College , ProCard Purchase , 1480 Nashville Pike, Gallatin, TN 37066, United States

Credit Card Info

Edit Billing ✕

Bill To

○ Current Address – Volunteer State Community College , ProCard Purchase , 1480 Nashville Pike, Gallatin, TN 37066, United States

○ Accounts Payable – Volunteer State Community College , Accounts Payable , 1480 Nashville Pike, Gallatin, TN 37066-3188, United States ★

⦿ ProCard Purchase ↺

Contact Line 1	Volunteer State Community College	☐ Add to my addresses
Contact Line 2	ProCard Purchase	
Address Line 1	1480 Nashville Pike	
City	Gallatin	
State	TN	
Zip Code	37066	
Country	United States	

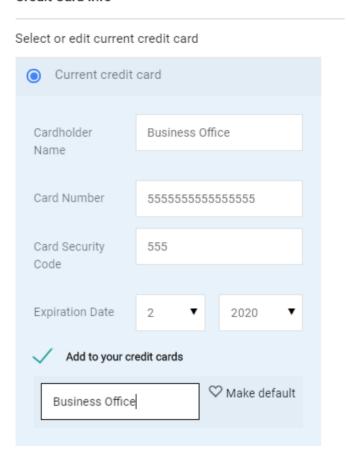ProCard Purchase 🔍 Results Per Page 10 ▼ ‹ 1 of 1 ›

Credit Card Info

4. Add your Credit Card (procard) Info
   - You can select to add to your credit cards so you do not have to reenter your card information each order

Credit Card Info

Select or edit current credit card

○ Current credit card

Cardholder Name	Business Office
Card Number	5555555555555555
Card Security Code	555
Expiration Date	2 ▼ 2020 ▼

✓ Add to your credit cards

Business Office| ♡ Make default

5. Your Billing should now state Procard Purchase along with your Credit Card Info

Billing   ✏ ⋯ ⌄

Bill To

Volunteer State Community College
ProCard Purchase
1480 Nashville Pike
Gallatin, TN 37066
United States

Credit Card Info

Cardholder Name	▓▓▓▓▓▓
Card Number	▓▓▓▓▓▓
Card Security Code	
Expiration Date	3/2021

Billing Options

Accounting Date   *no value*