

Pro Card Reminder Sheet

DO NOT PURCHASE: (This list is not all inclusive and can change as circumstances dictate.)

All items purchased must be for the College and should not be personal in nature. Most of the following are considered personal items and should not be purchased with College funds. The following items are prohibited from being purchased with the College's Pro Card.

Kleenex/Tissues (Plant Ops Request)	Printers/IPADS/Computers/Tablets /Accessories/Hardware**	Personal Magazine Subscriptions
Candy	Software**	Food (only when meal authorization form completed)
Personal Services	Tylenol, Advil, or other analgesics	Clothing
Gift Cards/Flowers	Office Lamps	Prizes/Meals
Personal Calendars	Medical Services	Decorations/Flowers
Brief Cases	Negotiated Contracts/Agreements	Hand Sanitizers (Plant Ops Request)
Individual Memberships	Travel Expenses*	Fountain Pens
	Christmas/Birthday/Get Well Cards	Trailers/Vehicles

***NOTE: When traveling for The College, the Pro Card can be used to pay for the following travel expenses:**

Airline tickets	Hotel Room/Hotel Room hold
Conference registration fees	Certain student group travel expenses

All travel related expenses must follow the College Travel Policies.

****NOTE: The Information Technology Department is the only department that is allowed to purchase the following items on behalf of the College and they can use the Pro Card to make such purchases. Please contact the IT Department with regard to the following needs:**

IPADS/Computers/Tablets/Accessories	Printers	Software/Hardware
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OTHER IMPORTANT INFORMATION:

- Do not pay any State sales tax. VSCC is sales tax exempt.
- The maximum purchase limit is \$5,000 per transaction. **It is a purchasing violation to split purchases in order to bring the purchase under the transaction limit.** Monthly credit limits vary by department.
- Purchases by the College from College employees are prohibited by Tennessee State Law.
- Purchases cannot be made if the funds are not available in your departmental budget.
- Pro Cards should be secured and tracked at all times.
- A monthly Pro Card purchase log must be maintained and should include all receipts/invoices and supporting documentation for all purchases. The log must be signed by both a reconciler and an approver (supervisor).
- Posting of Accounting Information for all transactions listed on the monthly statement **MUST** be made by the 10th day of the following month with the exception for the month of June. June charges must be posted by July 3.
- If your Pro Card is used for personal purchases in error, please contact the Manager of Purchasing immediately and refund the money to the college at the Business Office.
- Plan your purchases. Do not use the Pro Card in June to "stock pile" supplies.
- Amazon orders must be delivered to the colleges address and not individuals homes. Amazon will charge tax if an order is delivered outside of the state of Tennessee.

Please remember that we must be good stewards of the taxpayer money. All purchases are subject to scrutiny and open inspection by Business and Finance and auditors. We are **PROHIBITED BY STATE LAW from spending College, TBR, State or Federal money on any goods or services that will not be used by the College.**