MEMORANDUM

TO: ProCard Holders, Reconcilers, Approving Officials

FROM: Helen Connor, Business Manager

DATE: January 5, 2011

SUBJECT: ProCard Enhancement in Allowable Services

I am pleased to announce the following change to the ProCard effective immediately.

You can now use your ProCard with any service vendor for allowable purchases. It does not matter if they are incorporated or not. Examples of common types of purchases are:

- Testing
- Repairs
- Towing
- Reproduction Charges (printing, film processing, etc.)
- Upholstery
- Inspections
- Equipment Rental
- Data Processing
- Approved Medical (researcher physicals)
- Individuals with approved waivers – the requirement that the vendor be incorporated no longer applies.
- Legal Services – must be pre-approved by the Office of the General Counsel.

UNALLOWABLE SERVICES on the ProCard are:

- Charters of any kind (boat, plane, bus)
- Leases
- Travel and related expenses
- Contracts that require authorized signatures. **NOTE: Paperwork can be sent to Procurement for authorized signature and then paid for by ProCard**
- Moving expenses
- Removal of hazardous or radioactive materials
- Consulting services

If you have any questions or need additional clarification, please do not hesitate to contact me, helen.connor@alaska.edu or 474-6465.