

Pro Card Procedures and Reminders

1. Receipts must have the company name, the breakdown of the costs, and description of items purchased. Packing slips, ship tickets, and credit card receipts without individual line prices do NOT qualify as appropriate back up. These types of documents will not be sufficient in case of an audit - Itemized receipts are needed.

****A good rule of thumb is that if the receipt doesn't have enough information on it for the company to issue a return, it won't be enough as pro card backup. *You* are responsible for obtaining acceptable receipts--the Business Operations office will not contact vendors for you****

2. Check for tax prior to leaving the store. Tax exempt forms can be found in your pro card sleeves or at http://www.obf.wmich.edu/accounting-services/docs/mich_salestax_cert.pdf

3. Turn in logs on a weekly basis. Turning in logs & receipts in a timely manner keeps the accounting information on projects/work orders current and prevents a backlog in the Business office, which enables us to get back with you on problems faster.

4. Supervisors: When approving logs, make sure to sign supporting documents also.

We will be returning logs with insufficient backup and/or if tax has been charged. Please save time for everyone by checking for these items at time of purchase.

5. We would like to utilize the benefits of our Office Depot contract and therefore will not allow employees, except those listed below, to use their pro cards to purchase office and computer supplies.

All office supply orders for Maintenance and Remodel will be ordered through Polly Graham or Lori Bell. Landscape will order their supplies through Denise Forman, Transportation through Carolyn Lynn, Custodial through Lisa Jackson or Kerry Eldred, and the rest of Physical Plant will order through Traci Young or Cathi Walter.

Likewise all computer hardware and supplies will be requested by a manager to the IT department . IT will function as a purchasing department determining the need and getting the best price.