

## Reminders for Procard dated 1-8-08

1. We are not to use PayPal per UT Austin.
2. You can pay H2O bill with local funds on procard
3. Take credit card # off forms before submitting for payment
4. Approve on invoice vs define cover sheet
5. 53 money-membership be sure to check for lobbyist
6. Employee professional membership needs preapproval from Executive officer.—email dated 7-12-07 per Jenny
7. For your convenience have invoices approved when items received –then you will have backup approved when you receive VP9 and VP7 incase the signer it out.
8. Otis approval for any technical orders.
9. Revise object code from 1000