

From: Murphy, Jennifer

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To: GRP-APS Customer Advisory Group; Aberegg, Darrell; Atkinson, Michelle; Boline, Sherill; Bradley, Felicia; Carpenter, Janet; Culler, Patty; de Bruyn, Anthony; Delgado, Jennifer; Drummond, Joel; Evans, Jim; Fleming, Barbara; Gonzales, Amadeo; Griffin, Linn; GRP-Accounting & Purchasing Services; Hardy, Valerie; Heisler, Patricia; Johnson, Maggie; Krcma, Larry; Kruse, David; Leija, Michelle; Loyd, Loretta; Miller, Margaret; Moore, Jessica; Moran, Pat; Nelson, Debra; Orsborn, M. Esther; Rutledge, Carole; Upton, Claudell; Washa, Stacy; Zavaleta, Irma; Bell, Deby; Brock, Judy; Cantu, Esther; Cassens, Patti; Cole, Janet; Cone, Blythe; Faulkner, Carolyn; Floores, Maggie; Gonzalez, Roxanna; Guevara, Sonia; Haas, Chrissy; Harris, Margie; Hayes, Kyle; Herrera, Xavier; Lands, Rhonda; LaRue, Tracy Newman; Leong, Lisa; Mayes, Kathy; Mendez, Rebecca; Mills, Carrie; Mitchell-Williams, Meredith; Moore, Elaine; Murphy, June; Navarro, Lydia; Ortiz, Pablo; Parker, Donna; Renteria, Chandra; Rogers, Jeff; Swann, Dana; Trant, Susan; Wagner, Robin; Wilson, Lindsay; Wright, Holly; Zapata, Marisol

Subject: Procard & Office Depot Payments

Good Afternoon:

We want to thank you all and give you kudos for how quickly you are turning in the information needed to process Procard (VP7) and Office Depot (VP9) monthly payments. It is very much appreciated!

Departments in Phase II (OFPC, OTIS, IPSI, West Texas) – You all are doing great as well. Thank you for your efforts in processing your payments. We appreciate the positive feedback you have provided us. Please let us know if you run into any questions or have problems.

Learning from Each Other – Procard Violations

- Two disallowed items were purchased through procards recently: 1) Stamps and 2) Candy for a decoration. Stamps are considered cash and candy is considered food, both are disallowed expenses with a procard. If a vendor will not bill your department, the proper way to purchase these items is for an employee to purchase the items, obtain the receipt, and request reimbursement. Please keep this in mind.
- UT Austin may send you an inquiry on payments that “look like” a split order. Split orders are considered a violation.
 - The definition of a **Split Order** is when there are Payments to the same vendor, on the same day, with the same procard, that have a total > your per transaction limit.
 - If a purchase is over your per transaction limit please call Kyle Hayes, Buyer, 3745, and he will assist you in determining the correct method of proceeding (i.e., a purchase order may need to be created). The one exception to this rule is for registrations; you are allowed to split your charges for registrations.

Have a good evening!

Jenny

Jennifer C. Murphy

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